

## Job Description

February 2018

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Position:	Editorial Manager
Reports to:	Head of Programme
Duty Station:	Geneva
Travel:	None
Duration and contract type:	100%, 6 months contract

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### ACAPS purpose

ACAPS is dedicated to improving analysis of humanitarian needs in complex emergencies and crises. We are independent of specific operational and sectoral agendas or interests, and therefore guarantee objective and evidence-based analysis.

Our team supports the humanitarian community by providing up-to-date information on more than 40 key crises around the globe. This enables crisis responders to better understand and thereby better address the needs of the affected population, and at the same time strengthening the assessment ecosystem.

### Purpose of the position

Supervised by the Head of Programme, this role is to manage editorial processes at ACAPS and ensure products are of high quality, timeliness and in line with ACAPS' strategy.

### Role and responsibilities

#### Generic responsibilities

Lead ACAPS publications in terms of communication, messaging, content, and meeting objectives, including management of other editors, and ensure publications' timely, targeted dissemination and adherence to ACAPS editorial policy.

#### Specific responsibilities

##### 1. Strategy and planning

- a. Lead publication planning processes and contribute to development of new product ideas to meet target audience and client needs.
- b. Coordinate the dissemination of publications – set up and maintain a publications schedule across ACAPS to ensure editing resources are available and that the schedule allows for optimal dissemination. Manage external editors to meet this schedule.
- c. Lead the weekly process of publishing the Global Emergency Overview. Liaise with analysis team and other editors and contributors to ensure timely production.
- d. Contribute to planning activities of the team according to capacity to meet needs as defined in mission and strategy.
- e. Contribute to branding of ACAPS documentation.
- f. Contribute to (along with Analysis Team Leaders) decisions on which reports go ahead.
- g. Responsible for final sign-off on products / publishing.
- h. Responsible for responding to any censorship or corrections at request of externals/partners; and for choice of words with political connotations.
- i. Helps build templates to ensure editorial policy is incorporated into products (being concise, brief, timely, good enough).
- j. Responsible for ensuring editorial policy is incorporated in all products via the development of guidance, tools and training.

## **2. Quality assurance and editing**

- a. Responsible for ensuring ACAPS products adhere to and promote ACAPS mission and strategy; have consistent branding and identity; and follow a relevant, timely, and feasible production schedule
- b. Responsible for ensuring that ACAPS staff are aware of publication guidelines, and that these are adhered to consistently across the organisation. Develop production tools, templates, guidelines to improve quality and implement editorial policy.
- c. Edit ACAPS products, among which: the weekly GEO, Briefing Notes, Technical Briefs, Risk Reports and other documents, as requested.
  - Review content of products for quality and depth of analysis, and clarity of messaging and communications, ensuring optimal use of data visualisation, mapping and infographics.
  - Ensure adherence to briefs: word count, deadlines, structure, writing style, etc.
  - Copyedit texts: check for narrative flow, consistency, ambiguity and sense, correct grammar and spelling. Verify facts, dates, sources and statistics, using standard reference sources.
  - Lay out and format documents, and make corrections as necessary.
  - Liaise with authors and managers regarding changes in content, style or structure.
  - Proofread to detect and correct errors.
  - Understand and comply with property and quoting law and industry ethical guidelines; arrange for copyright permissions if necessary.
  - Responsible for spelling list, house style list, and ensuring tone of voice is implemented.

## **3. Process management and team collaboration**

- a. Contribute to the maintenance of a collaborative, responsible, positive, creative, self-critical, fun and efficient work culture.
- b. Support Trainee Analysts during their 1-year capacity building engagement with ACAPS, providing feedback and review in the realm of writing and communications, and publication production management.
- c. Participate in or lead various team meetings.
- d. Leading role along with Analysis Team Leaders in daily analysis meetings.
- e. Editorial lead on various reports including annual report (GCO) project management.

## **4. Communications**

- a. Collaborate with the Communications team in production of written materials – language editing, product formatting, and other support as required.
- b. In collaboration with the Communications team and other members of the analysis team, contribute to the maintenance and development of the ACAPS website and app, improvements to the site, requesting changes to the site, etc.
- c. Advise on printing/dissemination where appropriate.
- d. Advise on media outreach, Press Releases, press launches.

## **5. Capacity building**

- a. Develop and deliver trainings in analytical writing, interviewing, layout and formatting, GEO narrative to trainees and others.

## **6. Management of editors and freelancers:**

- a. Delegate editorial work accordingly on a weekly/daily basis.
- b. Ensure recruitment, professional development / trainings available and undertaken.

- c. Provide feedback to freelancers on quality and performance and initiate feedback from them.

## **7. Perform other duties in the organisation as appropriate**

- a. Available to edit Briefing Notes at short notice, including outside office working hours, and other urgent publications.

### **Critical interfaces**

- Managed by Head of Programme
- Closely coordinates and collaborates with Analysis Team Leaders, analysts, and communications teams.
- Manages editors.

### **Competencies**

#### Generic professional competencies:

- Relevant university degree or equivalent experience, preferably in English, social sciences or communications.
- Excellent time management skills and ability to organise and lead multiple, simultaneous tasks, managing others, and deliver results within a specified period.
- Demonstrated analytical skills and written clarity, including ability to understand complex concepts and problems and synthesise information.
- Demonstrated results-oriented approach. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Proven ability to work strategically to set goals and flexibility and creativity in realizing them.
- Ability to monitor and assess performance of self, other individuals, and other organisations to make improvements or take corrective action.
- Outstanding coordination, communication, and inter-personal skills, including capacity to persuade and influence others, convey information effectively, as well as adjust actions in relation to others' actions.
- Demonstrated capacity for sound judgement to consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Demonstrated capacity to actively learn – understanding the implications of new information for both current and future problem-solving and decision-making.
- Knowledge of standard ICT office support tools including spreadsheets, word-processing, layout, design, video and presentation software.
- Solid understanding of the principles of emergency preparedness, response and early recovery.

#### Context-related skills, knowledge and experience:

- Native-standard written and oral communication skills in English.
- Excellent reading and writing skills, including excellent grammar, spelling, and syntax.
- Attention to detail.
- Ability to communicate effectively in writing as appropriate for the needs of the audience.
- At least 5 years editorial experience in online and print media, with good understanding of the full publication process and familiarity with editorial tools.
- Good eye for design and interest in infographics and communicating data
- Ability to use page layout and graphic design software; experience using Drupal
- Knowledge of the humanitarian sector, and editorial experience within the humanitarian sector.
- Knowledge of ACAPS analysis.

### **Performance management**

The employee will be accountable for the responsibilities and the competencies. The following documents will be used for performance reviews: The Job Description, the Work and Development Plan, and the Performance Review Template