



VACANCY FOR

Editorial Assistant

The Word of God among all nations' is more than just a motto for the Trinitarian Bible Society. It is a passion: to see God's Word in accurate, faithful editions distributed among all the nations of the world. Such work requires people with a variety of skills, experience and know-how. Do you love language and words, and most especially the Bible? Do you have a desire to be involved with the preparation, publication and circulation of reliable copies of the Scriptures in many languages? What we are currently looking for is a person, called of God, to fill the exciting role of Editorial Assistant. Is it possible that you are that person?

Working as a key part of the team at the Society's London Headquarters, the successful candidate for this full-time permanent position will undertake a wide-ranging role, including managing specific tasks and providing assistance to other members of the Editorial Department. The nature of the role means that it is a requirement for the successful candidate to be in the office for the majority of the working week.

To fill this important post we are looking for a self-motivated, spiritually mature Christian with genuine zeal and enthusiasm for the work. You will be responsible for the day-to-day project management of the publication of



the Society's much-loved calendars and diary. In addition you will provide key quality assurance by proofreading and checking the printed content of our publications; in doing so you will need to learn the basic aspects of various languages. Furthermore the Society is now implementing updated publication technology, which should streamline the production of the Scriptures in both digital and print. The Editorial Assistant will have the opportunity to play a vital role in this new part of our work, so any aptitude for IT development (particularly using web technologies) would be an advantage. You will also be expected to help maintain the content of the Society's websites and support the promotion of the Society's work through the use of social media (as appropriate).

The successful applicant will have a wholehearted commitment to the spiritual aims, beliefs and ethos of the Society and a sense of calling to the work. Previous experience of working in an office environment and as part of a team is desirable. Excellent communication skills (both written and verbal) are a prerequisite, as is a high level of computer literacy and an eye for detail. The capacity to relate to people from many different countries, ethnic groups, education levels and spiritual backgrounds is necessary.

Remuneration will be commensurate with the candidate's experience, qualifications and skills.

To arrange an informal discussion or to obtain a copy of the job pack, please contact John Edwards, the Society's Executive PA, on 020 8417 8877 or by using our **Contact TBS** page.

