



## **Assistant Project Editor, Lifestyle (Direct Response/Newspaper division)**

**Start date:** ASAP

**Deadline for applications:** Friday 23 February 2024

**Hours:** Full-time (9-5.30). Note we offer a hybrid working environment as standard — three days working in the office, two days working from home

**Job type:** Permanent

**Contact:** Via email [editorial@aplmedia.co.uk](mailto:editorial@aplmedia.co.uk)

**Please note:** Only successful candidates will be contacted

**APL Media Limited is seeking an assistant project editor to join its friendly Kentish Town-based office, working within the lifestyle team for its direct response, newspaper and digital division.**

We're looking for a dynamic all-rounder who's capable of working across print and online content, savvy on social media and great with branded and client content. You may be currently an assistant editor or working in a role in an editorial team where you're looking for a step up into a new challenge and are confident in your abilities to be able to work on new projects.

The role will require excellent creative ideas and editing skills and the ability to manage a project from start to finish. With experience of working with writers, clients and sales teams, you'll be able to confidently deliver both editorial and commercial projects to deadline and be the conduit between different departments, including sales, editorial and production.

You will be part of a team managing editorial and commercial content for a series of targeted print lifestyle guides and online features that are published with various national newspaper titles (or for specific clients) and an online lifestyle magazine. It will also entail the management and maintenance of the products' online and social presence.

Content will range from wellness and travel to finance, gardens and homes, and you'll be expected to both commission freelancers and write quick, clean and lively lifestyle articles.

Managing projects, commissioning, writing, SEO, copy editing, overseeing flatplans, fact-checking and proofing will all be part of the role that you will confidently grow into.

You'll work with original copy prior to layout and then on page in Adobe InDesign. Being able to

use a CMS and social media platforms is also a requirement.

You may be expected to work on, and develop, other projects as required.

### **The basics**

- Oversee and contribute to the development of lifestyle content for the direct response/newspaper division
- Work with print and digital content (and potentially other media)
- Manage and maintain the products' online and social presence
- Work closely with writers and team members to ensure all materials adhere to the project brief and meet the company's high standards and style guidelines
- Good people skills are essential, particularly for dealing with the sales team and clients
- Collaborate with all departments, including sales, accounts, sub-editors and production
- Commit to high standards across a broad range of print and online products
- Proficient on a PCs and with InDesign and MS Office
- Work as part of a growing team, reporting to the lifestyle editor

### **Key skills**

- Feature writing (print and digital)
- Commissioning
- Copy editing
- SEO
- Social media management
- Project management

### **About you**

- A creative and strategic thinker, who's passionate about the media industry and all things lifestyle.
- Excellent interpersonal skills, capable of fostering strong working relationships.
- A strong writer with a portfolio of clippings.
- A person who excels in time management and project delivery.

### **Benefits**

- Medicash health cash plan
- Enhanced parental leave
- Opportunity for a charity day with your chosen cause
- Regular social events and more
- Christmas closing

**What else?**

If you're interested in this position, please send a copy of your CV with a cover letter stating what makes you a suitable candidate for this position. Please note only successful candidates will be notified.

**How to apply:** Via email to [editorial@aplmedia.co.uk](mailto:editorial@aplmedia.co.uk)

**About us**

APL Media Limited is a medium-sized company based in Kentish Town, London. Over the past 25 years, we have focused on travel and lifestyle content for the consumer and trade industries and have built a friendly, loyal and experienced team. *aplmedia.co.uk*

**Our titles**

Consumer: *Living360.uk, National Geographic Traveller (UK), National Geographic Traveller – The Collection, Food by National Geographic Traveller* and newspaper inserts

Trade: *Postcards, ASTA Worldwide Guide*

Events: National Geographic Traveller Food Festival, Travel Media Awards