VACANCY ANNOUNCEMENT

The Global Crop Diversity Trust is an international organization with Headquarters in Bonn, Germany whose mission is to ensure the conservation and availability of crop diversity for food security worldwide. For further information about the Global Crop Diversity Trust, consult the web page at http://croptrust.org

The Global Crop Diversity Trust is seeking candidates for the position of:

Editorial Lead

The Crop Trust’s Communications program will deploy a largely digital-based strategy to increase the global awareness of the work of the Crop Trust and its science; raise the conservation and use of crop diversity higher on the global development agenda in support of global food and nutritional security; and accelerate delivery of the Crop Trust’s mission and outcomes.

Under the supervision of the Head of Communications, the Editorial Lead plays a key role in the Crop Trust Communications Program, and is responsible for all aspects of production and publishing, online and print, with a focus on delivering and maintaining high quality knowledge products, while also ensuring cost-efficiency and effectiveness through strategic monitoring and management. The ideal candidate will manage a roster of freelance editors and writers to ensure the highest editorial standards.

This role will suit someone dedicated to maintaining and improving editorial standards, who can manage workflow and effectively deliver digital content to a high standard. It is someone who can think creatively and strategically in the conceptualization and delivery of high-quality communications products. It requires understanding of publishing processes, design principles, and web publishing. The ideal candidate will also have a flair for editing and proofreading and be able to work in a fast-paced environment with a team of high-performing and dedicated staff.

Key Result Areas:

- Crop Trust digital communication channels feature high-quality information and knowledge products that showcase the work of the Crop Trust; facilitate access to Crop Trust science to raise the global profile of the Crop Trust with key stakeholders, donors and partners.
- The Crop Trust’s publications, corporate products and science communications materials meet the highest editorial and corporate standards, delivered in a timely manner and according to expected budget.
- The Crop Trust’s digital platforms expand in reach and evolve as effective pathways for knowledge sharing, engagement, and capacity building.
- Print and digital publishing systems run smoothly and efficiently.

Key Accountabilities:

- Oversee all publishing and production, web and print; manage editorial workflow; budget to ensure all outputs are produced cost-efficiently and according to predetermined timelines. Take the lead in ensuring content deliverables.
● Ensure all content is delivered at the highest quality and according to requirements.
● Working closely with the Outreach Specialist, be responsible for writing and editing digital and print copy; provide layout assistance as required.
● Offer strategic advice on updates and improvements to the Crop Trust’s online presence, and manage consultants accordingly.
● Organize and lead weekly editorial meetings; provide editorial advice for improved strategic alignment, reach and impact of information and knowledge products.
● Develop, update and ensure compliance with the Crop Trust editorial guidelines, publication guidelines, branding guidelines, policies and procedures. Update guidelines as appropriate for staff and consultants working with content development.
● Work closely with the Science Team in the development and production of publications and outputs.
● Input into the editorial budget planning.
● Monitor, review, and adapt the editorial section of the communication strategy to meet and surpass clear targets.
● Be responsible for the monitoring and evaluation of the Crop Trust’s digital platforms and downloads and regularly provide analysis and recommendations for improvements based on Key Performance Indicators (KPIs); increase performance on KPIs.
● Oversee roster of consultants as needed.

Qualifications, Technical Skills and Experience:

● Master’s degree or equivalent in publishing, editing, or a related field.
● 5 - 8 years of progressively responsible experience in editing, design and print and/or electronic publishing at the international level.
● Experience in the areas of environmental and/or agricultural sciences is an asset.
● Demonstrated familiarity with print and digital publication processes; familiarity with WordPress and other content management systems.
● Have a strong editorial background and understanding of what makes for good design.
● Experience with managing workflow and developing internal policies.
● Experience with Adobe Creative Suite is highly desirable.
● An excellent command of the English language; other languages an advantage.

Personal attributes and competencies:

● Be self-motivated and welcome the opportunity to work with significant autonomy.
● Resourceful and skilled at creative problem solving.
● A high performer.
● Enjoy managing multiple projects and proven ability to keep track of multiple deliverables at once
● Be able to strategize at both macro and micro levels
● Be a team player and have outstanding interpersonal communications skills
● Strong client service approach
● Proven ability to work well under pressure

Terms and Conditions: The Crop Trust offers an attractive remuneration package including a competitive salary, non-contributory retirement savings plan, medical insurance and leave provisions. This is a General
Service position classified as Level 3, the highest Level in the General Service Grade Levels. The salary for this position starts at Euro 40,000. Staff of the Crop Trust (including German nationals) are exempt from host country income tax. All benefits are denominated and paid in Euros. Relocation costs are not covered. The initial contract will be for a period of 3 years, subject to a probationary period of 12 months.

Applications: Interested candidates should submit the following (incomplete applications will not be considered):

1. A one-page summary of your qualifications and experience, indicating how you meet the expected set of skills and competencies for the position and your motivations for applying.
2. Your Curriculum Vitae in English (please include your current residence address, telephone, and email address, date of birth, gender and nationality);
3. Names and full contact details of at least three referees.

The above items should be sent to: Human Resources Office, Global Crop Diversity Trust, preferably by email at trustvacancy@croptrust.org Deadline for applications is 3 July 2020 or until position is filled. Alternatively, applications can be sent by mail to the following address: Global Crop Diversity Trust, Platz der Vereinten Nationen 7, Bonn, Germany. All mailed applications must be postmarked by the above deadline. Please quote source of advertisement.

The Trust is an equal opportunity employer and strives for staff diversity in gender and nationality. All applications will be acknowledged, but only short-listed candidates will be contacted.