

a kaleidoscope
of writers



**Stranger
Collective**

The Ground Floor,
1 South Harbour,
Penryn, Cornwall,
TR10 8LR, UK.

stranger-collective.com

+44 (0)1326 376500
hello@stranger-collective.com
[@strangerfeed](https://twitter.com/strangerfeed)

Date: 2/04/15

SENIOR EDITOR AND PRODUCER (MATERNITY COVER) STRANGER COLLECTIVE Job Description

**Full time or part-time (3.5 days/28 hours per week for 9 months minimum)
£28,000 – £33,000 per annum (pro rata for 9 months minimum) + bonus**

Aim:

Stranger Collective is looking for a Senior Editor and Producer to help cover partners' maternity leave, playing a key part in the development and growth of the Stranger Collective team and the exceptional delivery of multiple client projects.

The agency:

Stranger Collective is an award-winning copywriting and content agency that nurtures the very best talents and ideas to create words that count.

A cluster of partners, staff, associates and freelancers (see <http://stranger-collective.com/team/> and <http://stranger-collective.com/team/talent-pool-2/>) with decades of combined experience under our belt, we work differently. We've drawn together the top creative minds we could find to do things better; collectively pooling our talents, ideas, skills and knowledge to offer more to our clients, to reach higher and to produce great work (see <http://stranger-collective.com/our-work/>).

We keep our thinking fresh by continually Feeding our creativity. Everyone we work with benefits from the space to create outside of client work through our unique Feed working model (see <http://stranger-collective.com/about/stranger-feed/> for more information). This helps ensure that we stay original, vibrant and ahead of the curve, and serves as a strong USP to differentiate us from other writing agencies.

It's our commitment to encouraging creative space that drew us together and continues to pull the best writers, thinkers and makers to join the team. This new position is an exciting opportunity to become a key member of our core team before and during the maternity period, with the opportunity to continue in a similar role afterwards, too, for the right candidate.

Where we're going:

Together we want to make an impact on the way that local, national and international brands and organisations choose, use and view words in their branding, marketing and communications. We also want to continue bringing together the best writing talent with international brands, creating projects that we can all be proud of that have an impressive international reach – as well as bringing money into the Cornish economy. But it's also about working locally with ambitious Cornwall based start-ups and challengers, helping them create successful, compelling brands that succeed regionally and enabling them step up into the national and international marketplace.

Stranger Collective LLP is registered with
Companies House. Company number: OC370673
Registered office: The Ground Floor, 1 South
Harbour, Penryn, Cornwall, TR10 8LR, UK.

We currently have two partners (based in Cornwall), a commercial director and two in-house writers/producers, plus a strong network of experienced freelancers working regularly with us, both from our offices and remotely (some based in London, Bristol and Brighton, too), and specialist associates/consultants who we call in for specific projects.

Senior Editor and Producer objectives:

A key position within this fast-growing agency, this is a great opportunity for an experienced and creative copywriting professional to really make their mark – writing and editing for a diverse range of projects and helping to bring out the best in our brilliantly creative and enthusiastic team.

Stranger Collective has established an impressive reputation for top quality work; it's the foundation of our business and something we value above all else. Reporting into the Creative and Editorial Director, working alongside our in-house writers and managing our wider team of experienced freelancers, the Senior Editor and Producer's role will be to take responsibility for a significant proportion of our client projects – managing them from start to finish, to ensure the agency's creative work continues to be as exceptional as our clients expect, from initial concept to final delivery.

Working closely with the Commercial Director and in-house team, the Senior Editor and Producer will also play a key part in overseeing the smooth running of projects through the agency, working alongside our in-house writer/producers to understand the progress with client work and capacity for taking on additional projects across the agency.

Specifically, this will include (but is not limited to):

- Leading on the delivery and management of client projects from attending kick start meetings and writing project briefs, to commissioning resource (internally and from our talent pool), writing content, editing, proofing, managing the client amends process and seeking final approvals
- Project management including project scheduling, client liaison, team briefing, facilitating creative brainstorms, presenting work to clients and troubleshooting
- Performing a first edit of all content produced on allocated projects before passing to the Creative and Editorial Director
- Writing content/ ideas generation on projects as required
- Contributing to tone of voice consultancy work, preparing tone of voice documents and materials as required
- Contributing to pitches, proposals and tenders as requested by the Commercial Director and Creative and Editorial Director
- Supporting the Creative and Editorial Director with training delivery (and provision of materials) as required
- Collaborating with the Commercial Director and Creative and Editorial Director, along with the rest of the team, to devise and deliver Stranger Collective's creative marketing activities/ campaigns

Nature of work undertaken:

You'll undertake the responsibilities outlined above, plus others that arise as appropriate.

You'll need unrivalled project management, creative thinking, writing, editing and communication skills, with the ability to work effectively as part of a team. You'll also be the line manager for our two in-house writer/producers, responsible for their growth and development. The role requires you to work closely with the Creative and Editorial Director and Commercial Director, as well as being encouraging, approachable and hands-on in your support of the wider creative team.

You'll also benefit from Feeding; a way for everyone in Stranger Collective to keep their creative juices bubbling – taking the time to think, write and create outside of client briefs to help us all stay ahead of the creative curve in all our client work. As a contracted member of the team, this creative space will be available for every 10 days you work – in return, you are expected to write up the details of how you Feed, for use on Stranger Collective's blog (see examples at <http://stranger-collective.com/category/feeding/>).

Personal skills:

Essential Requirements:

- Degree or HND (preferably in English, Communications, Journalism, Advertising, Marketing or media-related)
- Ideas driven and ability to execute ideas effectively, to brief
- Significant and diverse experience in the media and/ or creative industries, including at midweight copywriter/ editor level or above
- Demonstrable experience creating commercial copy that delivers for clients
- Excellent project management skills
- Excellent time management skills
- Excellent editing and proofreading skills, with a real eye for detail
- Excellent communication, presentation, negotiation and problem-solving skills
- Excellent digital and social media skills
- Ability to be adaptable and respond to the ever-changing needs of a small business with big ambitions

Desirable Requirements:

- Production experience across print, web, apps, film and interactive
- Experience writing digital content with knowledge/ insight into digital marketing, multiplatform content and SEO strategies and industry trends
- Excellent contacts across a range of brands, agencies and freelancers at a national level
- Full clean driving license

Duration:

Initially 9 months part-time, with the opportunity to review at 6 months and towards the end of the period and extend in a similar part-time or full-time role, for the right candidate. Ideally, the successful candidate will start in May/June 2015.

Location:

Penryn, Cornwall (although Stranger Collective is currently on the lookout for new premises in Falmouth, so you will need to be prepared to work in either Penryn or Falmouth throughout the duration of your employment).

There could be flexibility to work remotely with key periods of face-to-face contact with the team for the right candidate.