

3 July 2020

Vacancy for an Admin & Editorial Assistant

Job Title: Admin and Editorial Assistant
Location: Work from home
Hours: Part-time 20 hours/2.5 days per week
Salary: £25,000 pro rata
Duration: 9 months initially, to be extended if funding permits

About LAB

LAB was established in 1977 as a non-profit publisher of books and reports on Latin America and the Caribbean. It has since published more than 150 titles. LAB has a publishing partnership with [Practical Action Publishing](#), who produce and distribute all LAB books in both print and electronic formats. LAB maintains a lively [website](#) and a monthly e-mail newsletter with 1,300 subscribers.

Today, LAB focuses on reporting on the lively social movements of Latin America and their campaigns for social, economic, ethnic and gender justice. Key recent publications have been [Voices of Latin America – social movements and the new activism](#) (2019) and *Amazon Besieged – by dams, soya, agribusiness and land-grabbing* (2018). Titles in preparation include *The Heart of Our Earth – Community Resistance to Mining in Latin America*; *Colombia Inside Out*; *Mexico Inside Out*; and *Crossed Off the Map – Bolivia and the World*.

Since 2008 LAB has been almost entirely maintained by volunteers, without an office or regular staff. Nevertheless it has continued and expanded its work to a point where it has become necessary to employ someone to provide administrative back-up to the editors and help to develop our publishing, digital presence, sales and fundraising.

About the role

Reporting to Mike Gatehouse, editor, and Nick Caistor, chair of LAB, the Co-ordinator will carry out a range of administrative, organisational and editorial activities, help to promote LAB books, develop LAB's website and social media presence and co-ordinate book launches and other events.

Responsibilities

- Books: liaison with Practical Action Publishing re proof-reading, production, sales and distribution. Organisation of book launches and bookstalls.
- Finance: work with Jen Wilde, LAB's finance officer, on invoicing, payments and cashflow and preparation of accounts and author royalties
- Meetings and core activities: help to schedule and prepare meetings of LAB's editors, Council of Management and AGM; develop Zoom-based meetings, seminars and talks
- Volunteers: help LAB recruit, train and support volunteer writers and translators and maintain a register of those active
- Project support: for forthcoming events and publications
- Research Engagement/Impact partnerships: help to develop, market and administer LAB partnerships with university academic researchers
- Fundraising: assist with the crowdfunding and grant applications for LAB projects
- Website and social media: assist the commissioning, editing and posting of articles and blog posts on LAB's website; help to promote, produce and distribute LAB's monthly e-mail

newsletters and subscriber list; oversee LAB's Facebook, Twitter and Instagram accounts and improve their content and reach

Person specification

Essential

- An interest in and understanding of Latin America and current struggles for social justice
- Language: must have excellent written English and ability to read and do written translation from Spanish and/or Portuguese.
- Good and extensive administrative skills required for running a small organisation, including use of Microsoft Word, writing agendas, minutes, reports and press releases
- Familiarity with social media
- Accounts: writing budgets, using spreadsheets to monitor income and expenditure, and good command of Microsoft Excel
- Writing and editing: ability to write and sub-edit texts by LAB authors and correspondents
- Fundraising: experience of identifying funders and writing a funding proposal

Desirable

- Volunteers: experience of recruiting, training and supporting volunteers
- Proof-reading: reading and marking up manuscripts for print publishing and liaison with authors
- Multimedia: experience of sourcing images, video and audio to accompany internet publishing. Familiarity with Photoshop would be helpful
- Wordpress: Experience of posting articles, maintaining a blog and understanding the structure of a Wordpress-based website
- Podcasts: Some experience of recording, editing and publishing podcasts
- Facebook, Twitter and Facebook: experience of using social media for supporting and promoting an organisation
- Video conferencing: experience of using Zoom or similar software to hold meetings, webinars and digital events

Additional information

Terms of employment

The role-holder will have the opportunity, and indeed be encouraged, to write for LAB. But this will not be part of their paid work in this post.

The role-holder will work from home and have their own computer and communications equipment. LAB will reimburse expenses where necessary and fund any additional software required. They must live in the UK, preferably in or close to London.

There will be a probation period of 1 month and reviews after 4 and 7 months.

The role-holder will preferably be employed on PAYE but could be self-employed.

How to apply

Please send a full cv, a cover letter (max 2 pages), and a short article, sample or extract of your writing by e-mail to Mike.Gatehouse@lab.org.uk. Please provide two references who can respond by phone or e-mail.

Closing date for applications: 5pm 31 July 2020. Interviews will probably be by Zoom.