

3 March 2021

Latin America Bureau

Enfield House, Castle Street, Clun, Shropshire SY7

8JU Tel: 01588-640793 email: [contact@lab.org.uk](mailto:contact@lab.org.uk)



## Vacancy for a Publishing Assistant (Kickstart)

*Job Title:* **Publishing Assistant**

*Location:* **Remote**

*Hours:* **Part-time 25 hours per week**

*Salary:* **National Minimum wage**

*Duration:* **6 months**

*N.B. The applicant must be 16-24 years old and on Universal Credit.*

### About LAB

Latin America Bureau is an independent charitable organisation providing news, analysis and information on Latin America, its people, politics and society. Additionally, LAB works to increase the engagement and impact of university research into Latin America and to promote the region's lively social movements and grassroots organisations.

### The role

We are looking for a bright Publishing Assistant to report to and work alongside the Admin and Editorial Assistant.

The Publishing Assistant will **develop key editing and publishing skills**: editing articles and posting them to LAB's website and occasionally assisting with LAB's print publications. They will become comfortable using WordPress to publish LAB and partners' news, reviews, videos and other media to LAB's website. They will carry out picture research and gain journalistic experience in working with freelancers and volunteer contributors.

The Kickstarter will **gain experience in digital marketing**: writing effective copy for social media that will drive views to LAB's website, engage followers in LAB's news and campaigns and increase engagement from LAB's following. They will also gain skills in video publishing to LAB's YouTube channel and social media, using engaging copy, imaging and tagging.

They will take pride in **running LAB's subscriptions**: publishing timely posts and updates to subscribers, organising newsletters and encouraging further subscriptions.

The Publishing Assistant will also occasionally **assist on focused project campaigns** around social and environmental justice, allowing them to develop skills in research, organisation, campaign design and fundraising -- transferable for working in the charity sector. They will also research funding opportunities and assist with writing successful funding applications.

If there is interest, the Kickstarter could develop their own writing, contributing to LAB's website (outside of working hours) and receiving guidance from expert journalists and editors.

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### Requirements

The applicant should ideally be a recent graduate with **good writing and IT skills** and **proficiency in Spanish and/or Portuguese**. Bright and driven school leavers will be considered.

The applicant should be interested in Latin America, social and environmental issues and politics, and may be interested in working in journalism, publishing, media or academia. A degree or relevant work experience in any of the above is desired.

Given the job is remote and that LAB has few resources, **time management** and ability to work both independently and with a team, remotely, are key in this role. We are looking for someone who is **hardworking, independent, assertive and proactive**.

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.

### Support

LAB's Admin and Editorial Assistant will support the Kickstarter in carrying out their administrative and editorial tasks, will offer them **employability advice** and feedback on their **CV and Cover Letter**. Senior editors will occasionally offer their expertise in editorial matters.

The Publishing Assistant will join a network of freelance writers, academics, students, researchers and other professionals through working with LAB, which may result in opportunities for further employment.

If the Publishing Assistant excels in their role and LAB secures the funding to take on another employee, there is a possibility of further employment with LAB.

[Upstart Projects](#) will provide wraparound support for the Kickstarter (around 32 hours of direct support) in the form of: a weekly online "hangout" for young people, three 1:1 coaching sessions, three interactive webinars, online materials and website access.

### How to apply

You must apply through your Work Coach (at your local jobcentre). Tell them you'd like to be referred for the Publishing Assistant (Kickstart) role at Latin America Bureau.

**Closing date for applications: 31 March, 2021.**

### The Kickstart Scheme

The Kickstart Scheme provides funding to create new job placements for 16 to 24-year-olds on Universal Credit who are at risk of long term unemployment. More information [here](#).