

Senior Editor

Job description & person specification

Role: Roots Senior Editor

Location: The position is primarily working from home, with occasional in-person meetings and events within the UK.

Hours: Part-time (21 hours per week, 60% FTE). Hours can be worked flexibly with consideration of the need for cross-team collaboration.

Start date: Mid/end of May 2025

Reports to: Managing Director

Core responsibilities

Commissioning

- Maintain and develop a pool of suitable writers with expertise in biblical studies, ministering with adults and intergenerational ministry. Initially this role will focus on commissioning preaching and intergenerational content for our *Worship Together* magazine and online content, but there is scope for a reorganisation of editorial remits within Roots to allow more collaboration and breadth within the editorial team going forward, working alongside the Children & Youth Senior Editor and Assistant Editor.
- Plan and lead sessions at Roots writers' conferences (online and in person).
- Working with the Assistant Editor, provide a written brief for each writing task within the agreed parameters and budget for the Roots resources.
- Assess submitted draft material and brief writers on revisions where needed. Inform writers if their material is unacceptable and renegotiate the commission and terms or terminate a writer's agreement as appropriate. Recommission material if necessary.

Content development

- Take responsibility for shaping the content of the resources and edit the materials to fit the brief. Currently, 80% of this content comprises weekly material, and 20% consists of seasonal and magazine front matter.
- Ensure the materials fit and are consistent with other Roots resources, such as agreed-upon topics, angles, or seasonal themes.
- Delegating work to freelance editors and the Assistant Editor.
- Develop draft artwork briefs that reflect the themes and activities, including templates and generic images.
- Working with the Production Editor, make suggestions for magazine front cover images, seasonal spread design and images to complement weekly content.
- Write your own contributions to the resources as Senior Editor.

Production stages

- Approve manuscripts prior to handover to design.
- Check hard copy and/or digital proofs and mark-up changes and queries for the Production Editor, commenting on the appropriacy of layout to agreed deadlines and within budget.
- Liaise with the Production Editor over queries and cuts.
- Give feedback on artwork to the Production Editor.
- Liaise with the Production Editor at final proof stages and approve magazine pdfs for printing and digital content to publish online.

Research and development

- Together with team members, plan the content of resources in detail.
- Maintain and develop broad theological knowledge, as well as awareness of current research and writing on ministry with children, youth, adults and intergenerational ministry.
- Initiate and contribute to discussions with advisors and the team about the direction and development of resources.
- Identify and build relationships with individuals and members of relevant organisations to grow and develop Roots resources and potential partnerships.
- Stay informed about additional resources, trends, and developments in worship and learning, including varying approaches and styles, and engage with relevant networks and organisations.

Other Responsibilities

Marketing

- Collaborate with the Marketing Officer and Managing Director about presence at events, and be available to attend occasional conferences, contribute to seminars/workshops, and promote the work of Roots.
- Maintain understanding of various market segments, user profiles, and their specific needs and preferences.
- Address feedback and inquiries from current and prospective users.
- In collaboration with the Marketing Officer, research the effectiveness of Roots resources, identifying users for engagement and employing questionnaires along with other tools to collect feedback and assess it, providing recommendations for development.
- Make suggestions for maximising the potential of the archive and/or integrating other resources.

Person specification

The ideal candidate will have a solid theological foundation and extensive editing experience, along with strong leadership, communication, and organisational abilities. They will effectively shape worship and educational materials for diverse age groups within an ecumenical setting. This individual will contribute a creative vision, practical editorial skills, and a collaborative approach to their responsibilities, which include commissioning, content development, and resource innovation.

Education

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Have an undergraduate degree. 	<ul style="list-style-type: none"> Further theological and/or relevant study or training in ministry with adults and intergenerational ministry.

Skills/aptitudes

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Skilled at assessing, shaping, and editing relevant material within an ecumenical context. Ability to lead and inspire writers and those leading worship with imaginative and creative ideas for ministry with adults and when all ages worship together. Capable of working calmly and accurately on multiple tasks under deadline pressure. Organisational and administrative ability. Strong communication skills, both written and verbal. Proficient keyboard skills and familiarity with Microsoft Office (Word, Excel, PowerPoint), project management software, data input into a Website CMS, and collaborative work on proofs in Adobe. Confidence in using the internet (to explore and think laterally about searching; instinctive about navigating sites). 	<ul style="list-style-type: none"> Project management skills. The ability to edit work efficiently and accurately. Skills in editing PDFs.

Knowledge/experience

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • A broad theological understanding. • A strong understanding of the Revised Common Lectionary, Church year festivals and Common Worship Variations. • Awareness of theory and practice in ministry across various denominations and traditions, along with an appreciation for the Fresh Expressions movement. • Understanding and experience in creating acts of worship and learning for adults and intergenerational worship together. • An understanding of how adults and children learn, child development, faith formation, and the richness of spiritual diversity. • Knowledge and experience about the publishing process from commissioning to publication. 	<ul style="list-style-type: none"> • Having worked, volunteered or led in a church context.

Personal attributes

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Capable of working independently as well as being a collaborative and supportive team member. • Skilled in engaging and interacting with individuals from diverse backgrounds. • Theologically inclusive and able to collaborate with people from various church traditions. 	<ul style="list-style-type: none"> • Able to delegate to and train the Assistant Editor on specific tasks. • Resilient. • Creative. • Flexible.

Other

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Good timekeeping and attendance. • It is a genuine occupational requirement to have an active Christian faith. 	<ul style="list-style-type: none"> • Driving licence.

Salary and conditions

Standard terms and conditions apply.

The salary is between £34,000 – £37,000 (FTE), depending on experience, pro rata 60%, 21 hours.

The holiday entitlement for full-time workers is 33 days, including any public and bank holidays. The bank holidays that a home-based staff member must take are 1 January, 25 and 26 December. Other bank holidays can be taken flexibly. There is a further day's holiday after three years of service and another after six and nine years.

Roots offers an employer's contribution of 10% to the workplace pension scheme.

Probation

The first six months of employment are probationary. Roots for Churches Ltd takes the concept of probation seriously, and employees should be aware that, at the end of this period, they will be carefully assessed, with three possible outcomes: their employment will be confirmed, their probation will be extended, or their employment will be discontinued. Roots for Churches Ltd accepts responsibility for providing proper induction and appropriate training.

The post holder may be asked to undertake any other reasonable duties and responsibilities defined by the Managing Director within the scope of this post.

The post holder will abide by any employment policies and procedures issued by Roots for Churches Ltd from time to time.

This job description is not prescriptive; it outlines the core responsibilities of the post. The job description may change, but any changes will be made in consultation with the post holder.

Overview of Senior Editor's contribution

We're looking for a proactive, thoughtful, and theologically engaged individual who brings both creativity and precision to their work. In this role you will play a key part in ensuring that Roots for Churches Ltd delivers high-quality, theologically grounded, and practically useful worship and learning materials for gathered church communities of all ages. Your primary focus is on commissioning and shaping preaching and intergenerational content that aligns with the organisation's ecumenical vision, strategy, and production schedule. You will identify and support a strong network of contributors, guide content through editorial and production stages, and ensure theological breadth and practical relevance. Through collaboration with internal team members and external partners, you will contribute to the ongoing development and effectiveness of Roots' resources, balancing creative leadership with strong editorial, organisational, and theological skills. Most importantly, you will be someone with an active Christian faith who shares our passion for resourcing the Church in meaningful, inclusive, and accessible ways.

What we look for in our team members

At Roots, we are looking for team members who possess strong collaborative skills and align with our core values. We hope to find individuals who are reliable, resilient, and solutions oriented. Candidates should be able to balance consistency with creativity while thriving in a dynamic, mission-driven environment.

Our 'Why?'

We believe GREAT church transforms lives and communities.

Growing: As Christians, we are called to share the good news and make disciples. To facilitate this, we believe the Church needs resources for worship, discipleship and mission, deepening relationships across generations, and equipping people to engage with scripture and the world around us.

Relevant: We believe worship, discipleship and mission should be expressed through our cultural context, using language, images and music that resonate and connect. Writing for a range of churches we strive to be flexible, fresh, and contemporary in our themes and activities, finding the intersections of faith, scripture, and culture; connecting with our communities; and on the pulse with issues impacting our society.

Engaging: We believe faith should engage our whole being, loving God with our whole heart, mind, soul, and strength. As such, we create resources for worship and learning that are creative, reflective, inclusive, practical, transformation-oriented, and that connect with our emotions.

Authentic: We believe church is a place to belong and be known, by both God and our community. To live out this value our services and sessions must be inclusive, relational, prayerful, and oriented around encountering God and deepening that connection, whilst growing in healthy relationships with each other.

Together: We believe we should read the Bible in community: many diverse voices, young & old, from different countries, ethnicities, and socioeconomic backgrounds, as well as theological perspectives, learning from each other, as we meet God in the Bible. We are proud to be an ecumenical partnership.

Our 'How?'

At Roots, we are excited to empower the local church through worship, discipleship, and mission by creating and publishing engaging, transformative resources. Our passion lies in fostering spiritual growth and outreach with content deeply rooted in Scripture, addressing real-life challenges, and embracing authenticity.

We're dedicated to producing flexible, engaging and multisensory resources that resonate with a diverse array of spiritual styles, ensuring everyone feels included and inspired to participate and grow. Staying current with cultural trends is essential to us; that's why we tackle contemporary topics, explore challenging topics through our podcast, and actively gather feedback from our subscribers to create relevant content that genuinely connects with today's community while we envision an inspiring future.

For us, authenticity means being genuine, listening attentively to our diverse audience, sharing real-life experiences from practitioners, and ensuring accessibility and representation across all backgrounds. We cherish partnerships, whether through collaborative projects, dynamic writers' conferences, or regular interactions with trustees and subscribers, to keep our mission vibrant, responsive, and deeply grounded in the community.

Our 'What?'

We publish weekly resources for worship and learning structured around the Revised Common Lectionary, a primary method through which churches engage with the Bible. We offer flexible, creative, inclusive, and under 5's, children's, youth, adult, and intergenerational resources to help more people participate in worship and learning, including various spiritual styles, a visual timetable, a session builder, and more. We provide easy-to-use seasonal missional outreach resources, particularly for smaller churches with limited volunteers, to help them grow and connect with children and families. Additionally, we share time-saving worship and learning resources to free up leaders and volunteers from preparation time, allowing them to focus on the essential pastoral and relational work within their communities.

We are a charity offering subscription-based resources including two bi-monthly print magazines and a website. We have 11,000+ web subscribers and 39,000 annual web visitors. We regularly create resources for partner organisations, stand-alone resources, and a podcast. Our subscribers come from Anglican, Methodist, URC, Church of Scotland, Baptist, the Salvation Army and many Local Ecumenical Partnership churches, predominantly in the UK and Ireland, but also reaching to into Europe, Australia, and New Zealand. Some of our content is translated into Welsh.