

Publications Assistant Role Specification

March 2021

Our Mission

Dignity exists to bring people to Jesus through local community and by doing so to eradicate poverty in all its forms. This includes poverty of spirit, health, community, economy and environment.

Our Values

- **Pioneering:** We actively seek out areas where the church is at its weakest. We create and curate a library of materials, resources and working methods which we make available to support those who are becoming involved in God's mission and plans for communities.
- **People:** We go where God leads us to find people that he has placed in the communities he wants us to work with. These people may not even know God yet, but they are the foundation for the work God will do in their community. We call them Oaks of Righteousness (Isaiah 61:3).
- **Working Together:** We believe that bringing people of all types together with Jesus, within their community, is a powerful force for change. Our principal method of achieving this is through the creation of Life Groups which unify and then enrich their communities and in turn teach those around them.

The Opportunity

We are building our team to assist with the creation of written resources in different languages for use by Life Groups. This includes the role of Publications Assistant which has a direct impact on our ability to equip people to share the good news of Jesus in their own 'heart' language.

An increasingly important part of our work is the translation and production of written materials. Our translations are completed and proofread by team members who live in the area where the language is spoken. The role of the Publications Assistant is to develop these prepared translations, producing print quality publications for use by Life Groups. The role also includes the opportunity to work alongside our team of translators in the production of manuscripts. If you enjoy languages, are committed to excellence, naturally inquisitive and have an eye for detail and pattern spotting this is a great opportunity! (You do not need to speak the languages you are formatting.)

The Details

Title: Publications Assistant

Responsible to: UK Operations Director

Primary Location: Dignity Office, Didsbury, Manchester with option for home-based working (as required/requested)

Contract: 2 days per week (15 hours), 6 months, fixed term

Salary: £7,430 per annum (full-time equivalent of £18,575)

Pension: 3% Employer Contributions + Employee Contributions as required by Workplace Pension Scheme

Annual Leave: 12 days per annum, including bank holidays (full-time equivalent of 22 days + 8 bank holidays)

Application Deadline: 9am on Thursday 22nd April 2021

To apply: Send your CV & completed application form to Jo Kimball on jo@dignityonline.org.uk by 9am on Thursday 22nd April 2021.

Interviews: Week commencing 26th April 2021

Start Date: Mid May 2021

When a decision has been made, we will write to all candidates to inform them of the outcome. This is generally within a week of the interview. Unsuccessful candidates will be notified by email and their applications will be securely destroyed after six months. Dignity will treat your application as private and confidential.

The Impact of Your Time: A story from Tanzania



Baraka, Charles and Patrick (pictured L-R) are part of a Life Group. They have been studying materials provided by Dignity. Charles has only been attending for 3 months and can already see a change in himself:

“There are a lot of changes in me since I joined a Life Group. I feel like I have been set free because many of the things I never understood, now I understand them!”

Baraka, Charles and Patrick have felt so encouraged by the unity of the Life Group and the resources available which they have found really helpful and informative. When asked what they hope for the future of the community, they said that they want to see the word of God spread far and wide and that Life Groups will help everyone to contribute more to their community.

Overall Purpose

- To compile high quality publications for use throughout the Dignity network & elsewhere.
- To be an active member of the UK team, with a willingness to assist in other areas of work from time to time.
- To enhance the Charity’s reputation, profile and coverage.

Key Responsibilities

1. Formatting pre-prepared manuscripts including text and images in multiple languages ready for publishing.
2. Preparing these to a high level of quality and matching our in-house styles.
3. For English manuscripts: Proofreading and grammar checking.
4. For other language manuscripts: Simple checking of translations against English (pattern spotting/repeat phrases etc).
5. Insertion of Bible passages in relevant language (where available online).
6. Obtaining copyright agreements for use of Bible passages.
7. Coordination with team members and volunteers.
8. Communicating effectively.
9. Administration as required to facilitate the publications process.

Other Responsibilities

- a. Working effectively as a team member, responding flexibly to workloads and high priority needs across the team and occasional out of office events (including evenings and weekends).
- b. Responding to phone calls, emails and post in a friendly, prompt and appropriate manner.
- c. Assisting the Charity in being a dynamic, responsive and efficient organisation.
- d. Promoting and expanding the Charity’s support network, increasing collaboration with partner organisations, recruiting the best volunteers and championing the charity in personal life and relationships.
- e. Working to increase income through fundraising and donations.
- f. Reporting to the UK Operations Director and the Board of Trustees and help them fulfil the UK Regulatory and legal obligations.
- g. Fully engaging in the spiritual life of the UK office and wider Charity.
- h. Helping keep the office clean and tidy.
- i. Any other tasks as they appear.

The Charity exists on the generous donations of individuals, trusts and companies. Team members are expected to enter fully into the life of the charity and represent the Charity and its work to their personal contacts to raise support for the Charity’s ongoing work. To this end, employees are encouraged to proactively undertake fundraising activities in support of the Charity.

This schedule of services cannot be all encompassing. It is inevitable that over time the emphasis of the services will change without changing the general character of the role or the level of duties and responsibilities entailed. This information will be periodically reviewed, revised and updated in consultation with the employee to reflect appropriate changes.

Occupational Requirement

This post does not have a Genuine Occupational Requirement (GOR) under the Equality Act 2010. Given the nature of the work the post holder should be sympathetic to the beliefs and ethos of the charity. Please refer to our Statement of Faith: <https://dignityonline.org.uk/statement-of-faith/>

Person Specification

Area of work	Skills sought	Essential/Desirable
Production of manuscripts for print	Good IT literacy and knowledge of Microsoft Office	Essential
	Excellent knowledge of Microsoft Word	Essential
	Thorough and meticulous approach	Essential
	An eye for detail	Essential
	Commitment to high quality	Essential
	Ability and willingness to learn quickly and attend training where required	Essential
	Able to manage multiple projects, prioritise and work to deadlines	Desirable
	Familiarity and confidence when image editing (Photoshop/Canva)	Desirable
Checking of manuscripts	Excellent grasp of the English language, spelling and grammar	Essential
	Enjoyment of other languages	Desirable
	Ability to spot patterns and anomalies	Essential
	Natural inclination to ask questions	Essential
	Patience and diligence	Essential
Coordination & communications	Professional, polite and friendly	Essential
	Good interpersonal skills	Desirable
	A commitment to build trust and value others	Essential
Other Requirements	Relevant experience in a similar role or tasks	Desirable
	Ability to work well on your own and in a team	Essential
	Able to work proactively and under own initiative	Essential
	Strong organisational skills	Desirable
	Punctual & reliable	Essential
	Honest & with high integrity	Essential
	Flexible & adaptable	Essential
	Passionate about the vision and work of Dignity	Desirable
	GCSE English (B / 6 or above)	Essential
	Willingness to undertake out of hours work when necessary	Desirable