

CHRISTIAN EDUCATION



International Bible Reading Association (IBRA) Appointment of part-time self-employed freelance editor

Christian Education (CE) is a charitable company working from its Christian foundation to develop and promote opportunities and resources for lifelong learning in religion and faith and their implications in a multicultural society.

Our work today encompasses building understanding and respect for the range of religious perspectives and approaches to living practised in the world today. We promote learning opportunities throughout life, in particular in the use of the Bible through the International Bible Reading Association. These commitments are based on the charity's own firm foundation within the Christian tradition.

The International Bible Reading Association (IBRA) exists to encourage people to read the Bible regularly and with understanding, working through national IBRA organisations, denominations and ecumenical groups. IBRA works in co-operation with its partners to develop an international pool of writers for its annual Bible reading notes, of which over 100,000 copies are sold worldwide. Some English language material is exported in printed form, some sent in a form ready for local printing and some for translation into other languages. IBRA has an International Fund which is able to give appropriate assistance to this work.

IBRA will launch a brand new annual series of Bible reading notes in 2014, and detailed preparation will begin in 2012. The new series aims to offer an overview of the Bible for new Christians and the opportunity for more mature Christians to refresh their engagement with the Bible.

Services required

Working with the Publications Team at Christian Education, the Editor will commission and supervise writers for the annual series of Bible reading notes, providing overall editorial direction and, as a key member of the IBRA Readings Group, assist in compiling the annual IBRA list of readings.

Service components

The Editor will:

- Be an active member of the IBRA Readings Group, meeting twice a year
- Work from the list of readings compiled by the Group
- Maintain a database of contributors and commission new ones when appropriate
- Brief and set deadlines for contributors
- Edit copy to word limits and initiate copyright clearance where required
- Liaise between the Managing Editor and the contributors
- Write introductory material for each annual and submit complete final copy by deadline
- Read and check proofs within the deadline
- Issue and check writers' payment sheets and assist in the payment process.

Desirable skills and personal qualities

- A good knowledge of biblical scholarship
- An awareness of the needs of new and younger Christians
- Substantial experience of writing and/or editing for publications
- Excellent command of the English language and the ability to rewrite tactfully
- Good command of electronic editing tools

- Communication skills, being pro-active in finding new writers
- A methodical and disciplined approach to tasks and meeting deadlines
- Imagination and openness to new ways of delivering Bible reading material
- Openness to the enrichment of IBRA material by different Christian traditions
- Sympathy to the work and ethos of CE and IBRA
- A wide range of contacts within the church, both in the UK and overseas.

Reporting line

The Editor will report directly to the Managing Editor (ME).

Other information

The IBRA Editor will be sympathetic to working within a faith environment and to the work of the Christian churches. In addition:

- It is expected that the Editor will live in the UK and have their own office equipment.
- CE will reimburse reasonable travel expenses to attend meetings. Any other expenditure must be agreed in advance with the ME.
- Peak workload occurs during the first quarter of the year; proofreading takes place during May.
The Editor will be expected to avoid unavailability that would adversely affect the production schedule.

In return for providing the services outlined above and maintaining the deadlines agreed annually with the ME, CE will pay a fee agreed annually on renewal of contract at the end of April (currently £5,800).

The copyright of all material is retained by IBRA and CE.

Contracts and schedules will be reviewed on an annual basis.

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1020 Bristol Road, Selly Oak, Birmingham B29 6LB

Tel: 0121 472 4242 Fax: 0121 472 7575

FOR OFFICE USE ONLY
Date Received

APPLICATION FOR EMPLOYMENT

Please complete the Application in your own handwriting and in black ink/biro

1. Vacancy Details

POST APPLIED FOR.....

Source.....Closing Date.....
(Name of newspaper, Jobcentre, etc)

2. Personal Details

Surname..... Forename(s).....

Address.....
.....
.....

Tel - Daytime..... Tel - Eve/Weekends

Email address

Driving Licence Yes No

Do you have any health problems or disability which may affect your employment? Yes No

If yes give brief details:

3. Referees

Please name two people who may be approached for a reference connected with your ability to carry out the job applied for, one of whom should be your present or last employer, or college or school if currently a student.

If you do not wish your present employer to be contacted at this stage, please enter a cross in the relevant box.

A. PRESENT/LAST EMPLOYER

Name:..... Position:.....

Address:.....

.....

.....Post code:.....

Position held:.....

B. SECOND REFEREE

Name:..... Position:.....

Address:.....

.....

.....Post code:.....

Relationship to you.....
(Tutor, Colleague etc.)

Are you known or related to a Committee/Board Member or a member of staff at Christian Education?

YES NO

If YES, please give brief details:

4. Education & Qualifications Obtained

SCHOOL, COLLEGE UNIVERSITY ATTENDED	QUALIFICATIONS OBTAINED	GRADES

5. Training

Please list all other training and courses you have attended whether or not related to this application:

YEAR	SUBJECT COVERED	ORGANISING BODY	LENGTH OF COURSE

6. Present/Most Recent Employment

Job title:..... Employer:.....

Address:.....

.....

.....Post code:.....

Date of commencement:..... Date left (if applicable).....

Final salary:..... Other benefits in kind:.....

.....

Notice period:.....

Reason for leaving or wishing to leave:

Brief description of duties

7. Previous Employment History

Please ensure that any gaps in employment are accounted for (e.g. continuing education, unemployment etc.) Please include any voluntary work.

DATES FROM	DATES TO	EMPLOYER	JOB TITLE	REASON FOR LEAVING

8. Further Information in Support of your Application

Use this section to give any additional information you feel may be of interest to the Selection Panel; refer to the Job Description and Person Specification provided and state why you consider you are suitable for the job, outlining any skills and experience you have gained.

(Continue on a separate sheet of paper if necessary)

9. Outside Interests

Please give an indication of your interests outside of work including membership of Societies & Organisations:

10. Confirmation of Details

I confirm that the information given on this Application Form is correct and complete. I am aware that any false statement may be sufficient cause for rejection of my application or, subsequent termination of my employment.

Signed:..... Date:.....

Please note that in the interests of economy, receipt of this Application Form will not be acknowledged. Shortlisted applicants will be notified within three weeks of the Closing Date and if you have not received notification within this time, you will have to assume that you have not been shortlisted on this occasion.

Please do not let this discourage you from applying for other vacancies with Christian Education.

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Initials

Interview Selection Panel