



Dialogue Earth

**ASSISTANT
EDITOR (COVER)**





Who are we?

[Dialogue Earth](#) is an independent non-profit dedicated to producing exceptional environmental journalism and informed conversations on urgent climate and sustainability topics. Our unique model brings local voices to global audiences and global stories of hope, action and change to local communities.

Dialogue Earth researches, writes, commissions, edits and publishes news reports and analyses of environmental and climate threats, to stimulate the exchange of information and ideas between readers in diverse geographies.

We are committed to accurately portraying China's development impacts across the Global South through geopolitically even-handed reporting and constructive dialogue. A UK-registered charity headquartered in London, our approach is rooted in a network of specialist country editors located across South and Southeast Asia, Africa and Latin America, and delivered through reporting in eight languages, workshops, and media partnerships. We seek to bring light, rather than heat, to crucial debates, and solutions to bear on complex problems.



The role

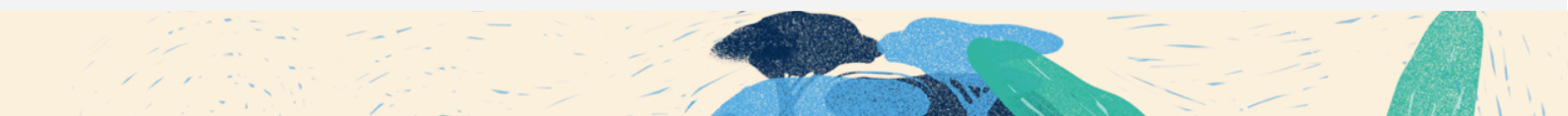
This is an exciting opportunity to work with our editorial and production teams on content that will reach a global audience. The Assistant editor will be a crucial source of expertise and support for external contributors and journalists.

Essential experience, knowledge and skills:

- A commitment to the work of Dialogue Earth;
- Excellent editing and writing skills;
- Proven interest in environment and climate change issues;
- Experience in web publishing, search engine optimisation, and the use of content management systems;
- Ability to maintain and develop relationships with contributors;
- Strong internal communication and problem-solving skills;
- Ability to work independently and meet deadlines.

Desirable skills:

- Knowledge of Chinese and global current affairs.





Main responsibilities:

- Work closely with journalists and expert contributors to develop, fact-check and copy-edit articles to the highest standards;
- Develop strong working relationships with contributing writers through considered feedback and support;
- Coordinate the translation of articles with our external translators, ensuring simultaneous publication across several languages;
- Collaborate with the Production Manager to plan the layout of articles and finalise content for online publication using the content management system;
- Work with other editors and the production team to generate ideas for high-quality visual or interactive elements, such as charts, maps, videos and GIFs, and coordinate with freelance designers to deliver these elements as required;
- Review and edit content to optimise it for search engines, ensuring maximum reach.





Further information and benefits

- **Working hours:** 32 hours per week from 9am–6pm. We offer a four-day working week, with full-time pay.
- **Contract type:** Temporary, 3–4 months. End date of 20th December 2024.
- **Hybrid working:** Staff must attend the office at least two days per week. Attendance is mandatory on Tuesdays and staff can choose which other day(s) they attend.
- **Pension:** Defined contribution pension plan, with 5% employer contribution, 4% employee contribution and 1% tax relief contribution into an ethically conscious pension plan.
- **Holidays:** 28 days per annum (pro rata), including Bank Holidays.
- **Location:** Shoreditch, London.
- **Culture:** Our office is a bright open-plan working space, with a great staff culture, a friendly and dynamic team, and an office dog called Poppy.

We encourage applications from all regardless of age, sexuality, socio-economic background, disability, ethnicity, gender, religion, or beliefs. We are committed to building a culture of belonging and inclusion, and this is reflected in our policies and practices. We work to support our employees to achieve a healthy work-life balance.

For detailed information on how your personal data is processed, please review the [Privacy Policy](#) on our website.





How to apply

- Please send a CV with references and a cover letter to: apply@dialogue.earth.
- Applications should be submitted in English.
- Applications and cover letters entirely written by AI will not be accepted.
- The application deadline is 9am BST on Monday, 12th August 2024.