

# Job Description: Editor

**Job role:** Editor

**Salary:** £28,000 - £30,000 (depending on experience)

**Location:** Flexible/Hybrid (UK based)

**Hours:** Negotiable hours

**Reports to:** Managing Director and Board of Trustees

**Direct Reports:** Staff Team, Freelancers, and Volunteers

## About Us

Travellers Times is the UK's community-led magazine and website for Romany, Traveller, and Roma communities. Run by and for the community, we provide a platform for voices, stories, experiences, achievements, and perspectives that are often absent from mainstream media.

Through journalism, storytelling, community engagement, and advocacy, we challenge stereotypes, celebrate culture and heritage, provide practical information, strengthen community connections, and amplify voices that influence policy and public understanding. As an ambitious charity entering an exciting new phase, we are seeking a dedicated Editor to oversee our print and digital publications, maintain high editorial standards, and ensure community voices remain at the heart of our work.

## Purpose of the Role

The Editor will provide editorial leadership and hands-on production management for Travellers Times across all platforms.

As a key practitioner in a small, close-knit team, the Editor will work closely with staff, freelance content creators, and volunteers. You will oversee the day-to-day delivery of our magazine, website, and digital content, ensuring that all content is high quality, factually accurate, ethically produced, and truly reflective of the diversity and experiences of Romany, Traveller, and Roma communities.

## Key Responsibilities

### Editorial & Content Delivery

- Research, uncover, and write original news stories, features, and articles relevant to Romany, Traveller, and Roma communities.
- Review, line-edit, and proofread all submitted articles, features, news items, and digital copy for tone, grammar, and house style.
- Provide editorial oversight of the Travellers Times magazine, website, and digital platforms to ensure publication schedules are met smoothly.

- Ensure content accurately reflects the diversity, priorities, and experiences of Romany, Traveller, and Roma communities while upholding libel, copyright, and ethical journalism standards.

## **Community Engagement**

- Work directly with staff members, freelance contributors and volunteers to provide constructive feedback and guidance to help develop their work.
- Encourage participation and actively support skills development among community reporters, new writers, and grassroots contributors.
- Ensure that Romany, Traveller and Roma participation remains central to content creation and editorial planning.

## **Operations & Workflow**

- Oversee editorial production workflows, managing content from draft stage through to final approval and publishing.
- Maintain procedures that comply with media law, data protection (GDPR), and safeguarding requirements within all published content.

## **Person Specification**

### **Essential**

- Proven experience working as an Editor, Sub-Editor, or Senior Journalist across both print and digital platforms
- Highly skilled in written English, with the ability to write engaging original copy and edit diverse voices into a cohesive house style while maintaining the writer's authentic voice.
- A deep understanding of, or a strong commitment to learning about, the diverse cultures, histories, and contemporary issues affecting Romany, Traveller, and Roma communities.
- Experience managing, mentoring, and coordinating diverse contributors with varying levels of writing experience.
- A strong working knowledge of media law (including libel and copyright), ethical journalism standards, GDPR, and safeguarding practices.
- Practical experience managing publication workflows from draft to print/digital layout, and proficiency using Content Management Systems (CMS).
- Excellent time-management skills with a proven track record of meeting tight print and digital deadlines.

### **Desired**

- Lived experience as a member of the Romany, Traveller, or Roma communities is highly desirable for this role
- Prior experience working within a charity, non-profit, or community-led organisation.

- Experience in delivering informal training, workshops, or structured feedback to help grassroots contributors develop their writing and journalism skills.
- Basic skills in digital photography, video editing, or social media content creation to support multi-platform storytelling.

## **Personal Qualities**

The successful candidate will be:

- Passionate about social justice, challenging stereotypes, and elevating marginalised voices
- A supportive collaborator who excels at building confidence in others, offering constructive feedback that empowers community members to tell their own stories.
- Comfortable working in a small, close-knit team where roles overlap
- Highly disciplined and capable of working independently in a hybrid/flexible setup

## **Equal Opportunities**

Travellers Times is committed to building an organisation that reflects and represents the communities it serves. We particularly welcome applications from Romany, Traveller, and Roma candidates and from people with lived experience relevant to our mission.