

PUBLISHING CO-ORDINATOR

ROLE

You will be working closely with our MD to oversee every publishing project we have taken on under our different brands. We aim to triple the number of books, growing from 50+ projects a year to over 150 as we start to advertise internationally.

You will co-ordinate every aspect of each book project from manuscript submission to delivery of the books to the author.

Part of the initial work will involve setting up a robust paper and electronic records filing system.

A team player, you will be part of an internal production and marketing team, supported by third party contractors we have used for many years and are treated as friends.

We are a Christian faith publisher and though it is not a requirement to be a believer/follower, please do not apply if this presents problems for you.

You will be working at one of our Chichester offices, four days a week, up to the maximum 25 hours a week allowed by the scheme.

EXPERIENCE

Minimum two years' work project administration experience working in a dynamic work environment, ideally a start-up or entrepreneurial organisation.

A bonus would be experience working in a publishing organisation.

TRAINING/SKILLS

University degree or further education studies, ideally business focused or English language.

Strong Microsoft Word, Excel & PowerPoint skills

Excellent communication skills along friendly customer service personality.

SPRINGBOARD MEDIA

We are a dynamic international design - publish - print - distribution company with offices in the UK, USA and South Africa.

During Covid we have grown through both acquisition and authors having time to be creative.

We are also expanding to launch two new media-based brands from our new UK base in Chichester, England.



talent@

springboard.media

KICK START POSITION

this role is only available under the 2020 Kick Start scheme for under 25 year old unemployed people.

if you are qualified and interested in the position, please talk with your appointed Work Coach first and ask to put you forward for an interview.

the successful candidate will have 8 days paid leave (plus time at Christmas) over the six months this position lasts, as well as statutory sick leave & government funded pension contribution.

Start date: November 2, 2020