

JOB DESCRIPTION – MANAGING EDITOR

Role	Managing Editor		
Reports to	CEO	Direct reports	Central Team Coordinator
Budgetary responsibility	TBC	Resource responsibility	ISD communications materials and digital assets
Safeguarding	None	Key relationships	CEO, COO, EDs, Head of Development
Location	Hybrid working: home-based, plus London or East Coast US when in office		
Contract	1 Year fixed term, full-time; 4 days per week considered for the right candidate		
Salary	£55,000 - £75,000 (UK)/ \$90,000 - \$120,000 (USA)		

About ISD

ISD is a global think and do tank dedicated to powering solutions to hate, polarisation and extremism. Combining research and analysis with government advisory work and programme delivery around the world, ISD works to implement real-world, evidence-based responses to these challenges. As an independent, international, non-profit organisation with teams in London, Beirut, Berlin, Nairobi and Toronto, ISD enjoys strategic partnerships with some of the world's leading universities and supports more than a dozen prominent governments and international institutions in safeguarding human rights and stemming the rise of extremism and hate.

Role/Purpose

The quality of ISD's work speaks for itself, and we are proud of our reputation as a leading global think and do tank. ISD produces over 30 research and/or policy outputs a year, as well as hosting or participating in high-level events and engaging with governments, policy makers and institutions across the globe. We have an outstanding team of media-trained experts who are able to speak on the range of our work, and have historically been very successful in achieving coverage of our work in top-tier media outlets such as the BBC, Wall Street Journal, New York Times, The Times and CNN (approximately 20 placements per month).

ISD has enjoyed significant growth in the past 5 years, and we now seek an experienced and dynamic editorial professional to drive ISD's publications and editorial output. The ideal candidate will join the team with at least 10+ years' experience as a journalist, editor or in a senior communications role in a media, political, public sector or campaigning organisation. We seek someone with a proven track-record in a policy or communications and engagement role focused on issues such as conflict resolution, hate, extremism, polarisation, disinformation and/or terrorism.

The successful candidate will have an in-depth understanding of the issues we work on, and will be motivated by a desire to design, implement and manage an annual portfolio of 30+ research and policy outputs and related media engagement. They will be comfortable in quickly understanding and being guided by the expertise of the research, policy and programming teams at ISD, and able to fluently communicate ISD's work across the breadth of ISD's stakeholders.

Responsibilities

Working alongside ISD's leadership and programmatic teams, the Managing Editor will serve as the organisation's senior editor and will provide organisational oversight for the publication process. Outstanding writing and editorial skills and attention to detail are a must, along with the ability to manage the systems and teams required to build and maintain relationships with relevant journalists and media outlets.

Key areas of responsibility for the role are:

1. Research oversight and editorial (50%)

- Oversee ISD's research and project pipeline, ensuring effective delivery of a calendar of annual outputs to time and budget
- Edit a range of ISD's written outputs to ensure uniformly high quality research, content and materials across the organisation
- Provide quality assurance of research outputs at key stages, including design, key findings / recommendations, report writing
- Manage the systematisation of methodologies and ensuring harmonisation and improvement of approaches and tools across the organisation

2. Oversee publications process (25%)

- Review and edit ISD publications and deliver quality assurance on output range of published output
- Manage team (Coordinator, Designer) to take publications from pitch to print
- Work with staff to communicate the top-lines of research in an impactful way (e.g: data visualisation, alternative publication formats, social media)

3. Media relations (25%)

- Strategically position ISD public outputs through clear narratives and policy messaging
- Implement an annual media strategy of coordinated, proactive output including articles, press releases, op eds, broadcast and speaking opportunities in target media markets
- Direct ISD's Press Office function, ensuring excellent coverage in top-tier media outlets
- Manage media consultants in different markets to globally tailor media engagement

PERSON SPECIFICATION

Expectations

We expect all staff, consultants and volunteers to:

- Commit to ISD's vision, mission and [Guiding Principles](#)
- Foster diversity, inclusivity and equality of opportunity at ISD
- Demonstrate respect for others and safeguard those who are vulnerable
- Carry out their duties in accordance with ISD's policies and procedures
- Adhere to risk management and security instructions at all times

Competencies

These reflect ISD's [Guiding Principles](#) which we expect all members of the team to embody, regardless of seniority and role. How these competencies are assessed is outlined in ISD's Performance Review Process.

Guiding Principles	Competencies
Integrity	<ul style="list-style-type: none"> • Personal integrity • Focus on quality
Collaboration	<ul style="list-style-type: none"> • Respect for others • Commitment to the team
Agility	<ul style="list-style-type: none"> • Efficiency and effectiveness • Growth mindset
Courage	<ul style="list-style-type: none"> • Strategic thinking • Passion for driving change

Specific Requirements

These are a priority for this specific role, and form part of our assessment during recruitment, probation and ongoing performance management. They are also a framework for focusing continuing professional and personal development.

	Essential	Desirable
Knowledge, training and qualifications	<ul style="list-style-type: none"> • Degree-level qualification or relevant experience • Excellent understanding of ISD's issue areas, including disinformation, extremism and polarisation 	<ul style="list-style-type: none"> • Master's Degree or substantially relevant experience on extremism, hate groups or related topics • Expertise in the field of counter extremism, hate, polarisation or disinformation
Experience	<ul style="list-style-type: none"> • 10+ years professional experience as a writer, editor, journalist and/or in corporate communications • Significant experience engaging with senior stakeholders • Significant media experience and ability to identify and pitch stories 	<ul style="list-style-type: none"> • Background in think tanks or public sector organisations • Experience communicating with policy makers and institutions • Strong relationships with media outlets and journalists
Skills	<ul style="list-style-type: none"> • Outstanding writer and editor • Presentation and representation • Fully IT literate 	<ul style="list-style-type: none"> • Professional language skills (French, Arabic, German) • Project and budget management

Competencies	<ul style="list-style-type: none"> • Extremely strong written and oral communication skills • Exceptional attention to detail • Exceptional analytical and critical thinking skills • Creative thinker 	<ul style="list-style-type: none"> • Entrepreneurial approach to fundraising and development • Commercial acumen • Strong team management skills (remote, international teams)
Additional requirements	<ul style="list-style-type: none"> • Demonstrable alignment with ISD's Guiding Principles • Flexibility and a can-do attitude 	