

## SfEP Announce job adverts

Dear Advertiser,

Please use the template below for your advert, and bear in mind the following points when advertising work:

- Be clear whether the work you are offering is (a) a permanent position or (b) a freelance assignment (either one-off or recurring). If it is freelance, the SfEP Code of Practice (available on the Society's website, [www.sfep.org.uk](http://www.sfep.org.uk)) gives a clear idea of the working relationship you should expect with a freelance member/associate of the SfEP.
- Question 1 asks whether you are advertising a full-time position or a freelance assignment. Someone working as a freelance will have commitments to other clients as well as you. If you think the assignment you are advertising may be subject to changes (e.g. slippage in the schedule), it will save trouble later if that possibility is recognised at an early stage of negotiation.
- The majority of our associates and members work from home. If the job can be done remotely, you will have a much wider pool of potential applicants than if you specify that it has to be done in house.
- Applicants appreciate an acknowledgement, even if they are not successful.
- Freelances do not benefit from annual appraisals. If you are able to provide feedback on completed freelance assignments, you should see the benefit in any subsequent work placed with that freelance.

Once filled in, this template should be sent to SfEP Office via email ([executive@sfep.org.uk](mailto:executive@sfep.org.uk)) or, if a cheque has to be enclosed, by post (SfEP, Erico House, 93–99 Upper Richmond Road, London SW15 2TG).

### [Template begins]

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**Advertiser:**

**Contact:**

**Email:**

**Telephone:**

### 1. Nature of job

- Copy-editing/substantial editing/proofreading/project management/other (*please specify*).
- Job includes having to deal with notes/tables/illustrations/specific software/other (*please specify*).
- Full-time employment/freelance assignment/contract.

**2. Subject knowledge required**

Please supply one subject keyword that will feature in the heading of the advert when it is posted (e.g. maths, science, French, chemistry, economics).

Please given an indication of the level of expertise required of the applicant.

Indicate educational level of copy if appropriate – e.g. secondary education/ specialist research.

**3. Editorial experience required of applicant**

Please give an indication of the level of editorial experience required of the applicant.

Respondents are/are not requested to submit a CV or a personal statement to support their fitness for the job.

**4. Amount of work involved**

Please give as much information as possible to describe the job offered – e.g.:

- number of pages and/or words
- no. of tables and/or illustrations

**5. Frequency of work** (if more than a one-off assignment)

**6. Location**

- In-house?
  
- Can be done remotely?

**7. Remuneration offered**

NB: Advertisers are reminded that the SfEP website <[www.sfep.org.uk](http://www.sfep.org.uk)> lists the Society’s suggested minimum rates for different types of editorial work.

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