Copy Editor role details

Job – to edit and adapt some documents in line with diocesan guidelines so that people are enabled to learn well. The aim is to have documents which are accessible to a wide range of people, and to have documents that look professional and attractive. The documents are written in Word and will need to be edited and produced in Word.

Specifically:

1. To adapt LLM Formation documents so that they become more accessible to a blind person who uses a screen reader. This will involve creating a table of contents using appropriate headings in Word, removing text boxes and replacing the text inside the main body, and occasionally adding descriptions to diagrams. (1 day)
2. To copy edit a new Pastoral Care course so that it looks attractive and accessible for those doing the course. In particular, to adapt the documents in line with diocesan guidelines with consistency in font style / size throughout; to add appropriate page breaks so each ‘chapter’ starts on a fresh page; to add copyright-free images where appropriate so that the course is attractive and easy to use. A table of contents may be added. It might be necessary to add QR codes. (2 days)
3. To copy edit an updated New Testament course so that it looks attractive and accessible for those doing the course. In particular, to adapt the documents in line with diocesan guidelines with consistency in font style / size throughout; to add appropriate page breaks so each ‘chapter’ starts on a fresh page; to add copyright-free images where appropriate so that the course is easy is attractive and easy to use. A table of contents may be added. It might be necessary to add QR codes. (2-3 days)

The jobs can be split between people or done by one person. The documents will be ready to adapt by the end of June and it would be helpful if the work could be done by the end of July although mid-August is possible.

The product will belong to the Diocese of Bristol for their training.

Requirements:

* Conscientious and able to work in a focused manner
* Able to use Word including the facilities to create headings, Table of Contents, text boxes, alt text for pictures.
* Aware of copyright and willing to work within copyright legislation
* Able to work on a project independently and to time.
* Honest and reliable.
* Over 16 years of age