PUBLICATIONS & EDITORIAL LEAD (MATERNITY COVER)

Closing date: Monday 30th November, 12:00pm (Midday)

Interview dates: Online interview, to take place in the weeks beginning 7th December and 14th December

Candidates must be available to begin this role in mid-February 2027

About the role

The Institution of Environmental Sciences (IES) is seeking a full-time Publications & Editorial Lead for a 12-month fixed term maternity leave contract.

They will work with the Publications & Research Lead to manage our key publications, including our quarterly journal, analysis, and reports. They will leverage excellent writing and editing skills to shape our written outputs, and review, develop, and draft content on environmental topics. They will work to produce publications in collaboration with the wider staff team and with external contributors, helping to maintain an outstanding standard for our publications.

The Publications & Editorial Lead will use existing IES processes to ensure we cover new and interesting ground in our outputs. They will have an interest in environmental science, experience in science writing and communication, a finger on the pulse for emerging topics of interest, and a sense of what subjects really matter to environmental professionals. They will bring a good understanding of visuals and design and will enjoy originating ideas for articles.

This role requires a proactive, collaborative, and diplomatic individual with proven experience in editing and project management. They will be a fast learner who is comfortable working independently, remotely, and with a small staff team. They will understand the dynamics of working in a non-profit and will confidently take ownership over their workstream.

The role is remote, with quarterly team days held in central London. There will be the occasional need to travel within the UK for work events.

Is this the role for you?

This might be the right opportunity for you if you enjoy using your exceptional writing, editing, and communication skills to deliver high-quality, evidence-led written content and publications. The ideal candidate will have experience in professional editing and project or publication management, and will be motivated by collaborating with others to communicate important environmental research and professional practice to a range of stakeholders.

About the Institution of Environmental Sciences (IES)

As the global professional membership body for environmental scientists, the IES supports a diverse network of professionals all over the world – and at every stage of their education and careers – to connect, develop, progress and inspire. We've been working since 1971 to ensure that the environmental scientists of today – and of the future – are connected, skilled and knowledgeable. We support our members to reach their career goals through Chartership and membership opportunities, and work to raise the profile of our members' increasingly crucial work. Today, there is an environmental dimension to every debate – and our thousands of members are embedded in every field at the heart of global, evidence-based solutions.

Our strong ties with academia, government and the professions mean we're in a unique position to influence transformative change. Working as one, we

know we can help each other solve environmental challenges and co-create a sustainable society for people and nature alike.

The IES is at the forefront of uniting this interdisciplinary field around a shared goal: to work with speed, vision and expertise to solve the world's most pressing environmental challenges, together.

How the IES can support you

We offer our employees:

- **Flexible working**: employees can structure their working week around our core hours of 10am – 4pm.
- **Remote work**, with quarterly team days in person (usually in London).
- The IES is a **Disability Confident employer:** disabled applicants who meet the essential criteria for a role will be guaranteed an interview.

We want to hear from candidates with a range of backgrounds and work histories. If you anticipate needing any type of assistance to make the application process accessible, please get in touch with us at info@the-ies.org or +44 (0)20 3862 7484. Adjustments and assistance will be available to candidates at each stage of the recruitment process, and you are welcome to contact us to discuss accessibility requirements for our office (which is used for in-person quarterly team meetings). Our team will work with you to ensure you have what you need to perform at your best. There is no need to share details of any disability or condition to access adjustments to the application process, though you are welcome to if it will help us better accommodate your needs.

The office space we rent for quarterly meeting is a short, flat walk from London Bridge station. There is a small step to access the building, but the office itself is accessible by lift.

The details

Job title: Publications & Editorial Lead (Maternity Cover)

Location: Remote, with quarterly in-person meetings in London

Hours: Full time (37.5 hours per week)

Holidays: 25 days per annum, plus public holidays

Salary: £35,361

Pension: 9% (5% employee, 4% employer contribution)

Term: Fixed term – 12 months Maternity Cover

Responsibilities

Publications Processes and Strategy

- Jointly oversee and manage the creation and delivery of IES publications, including the quarterly journal, *environmental SCIENTIST*, from start to finish.
- Track publications progress against production schedules; liaise with contributors, IES colleagues, copyeditors and designers to meet publication deadlines.

- Originate and implement ideas for *environmental SCIENTIST*, internal reports, guidance, and newsletters.
- Establish the short-term direction of publications and other content, identifying where content can be used to drive forward strategic goals and objectives.
- Monitor and understand scientific, policy, and topical developments in the environment sector, using this knowledge to shape publications planning.
- Act as a central point of contact for appropriate experts and contributors to IES publications.

Design

- Ensure that all publications reflect organisational values and adhere to IES brand and editorial guidelines.
- Lay out occasional internal reports and other content using InDesign, produce charts and graphs using Illustrator, and other images and graphics using Photoshop and Canva, adhering to Brand Guidelines and design principles.
- Source appropriate images for print and web use and jointly manage the art direction and design of publications with the Publications & Research Lead.
- Maintain quality control processes to ensure that the IES online presence is consistent with its priorities, strategies, and goals.

Content and Delivery

- Maintain and update the presence of publications on the IES website and connected websites, creating landing pages and drafting appropriate copy.
- Working with the Communications & Marketing Lead, write engaging short-form content for our website, e-newsletter and publications marketing via LinkedIn, and produce e-newsletters and bulletins.
- Create, test and develop processes to engage members and networks in IES publications.
- Liaise regularly with IES staff to develop and deliver publications and online content.

- To undertake any other relevant tasks as specified by the Senior Management Team or the Publications & Research Lead.

Skills, knowledge, and experience

Essential

- An undergraduate degree or equivalent professional experience in a science subject, or science communication
- Proven experience of managing publications and complex written outputs from inception to completion
- High-level proficiency in written English, with expert attention to detail
- Proven excellence in copywriting and editing skills, with the ability to translate complex or technical subject matter into accessible, engaging content for different audiences
- Ability to work independently with confidence
- Proficiency in relevant editing and digital design tools, including Adobe Suite (particularly InDesign and Acrobat) and Canva
- Proven experience of using CMS, CRM systems, and email platforms
- Strong organisational and project management skills, with the ability to manage multiple responsibilities and priorities simultaneously to tight deadlines
- Proven experience of building strong professional relationships and engaging with a range of stakeholders and/or volunteers
- Strong collaborative interpersonal skills, with the confidence to advise other colleagues and champion best writing and content practices across a small team.
- Understanding of different Style Guides and referencing systems

Desirable

- An undergraduate degree or equivalent professional experience in environmental science
- Experience of working in the environment sector and knowledge of related environmental professions
- Experience of working in or with a membership organisation or professional body
- Prior experience thriving within a small, remote-first team environment
- Knowledge of effective design principles and processes

How to Apply

The deadline for submitting applications is **12pm (Noon) on Monday 30th November 2026.**

Candidates must be available to begin this role in mid-February 2027.

To apply, please send the following documents to Lucy Rowland at publications@the-ies.org:

- A CV (max. 2 pages, A4).
- A cover letter evidencing how you meet the skills, knowledge, and other criteria listed in the job details above (max. 1 page, A4), with specific reference to your work experience.
- A completed Equal Opportunities Monitoring form. We collect this data to monitor the effectiveness of our advertising and recruitment strategies, ensuring they are open to all sections of the community. It is anonymous and only used for this purpose. If you need our Equal Opportunities Monitoring form in a different format that is more accessible to you, or you need any other adjustments in the application process, please let us know.

Applications without all three of these will be automatically rejected.

For an informal conversation about the role, or to request this job advert in another format such as plain text, please contact Lucy Rowland, on publications@the-ies.org. Alternatively, you can call the IES office on +44 (0)20 3862 7484.

We are happy to consider any reasonable adjustments that candidates may need during the recruitment process, for example, your application being submitted in a different format or having interview questions provided in writing before/during the interview. We also offer reasonable adjustments on the job, for example, provision of assistive technologies e.g. screen readers, adaptive keyboards or specialist equipment, e.g. ergonomic chairs.

Applicants must have the right to work in the UK to be considered for this role.