



Job description and person spec: Managing Editor (Maternity Cover)

Position / job title	Managing Editor
Permanent / temp	Fixed-term maternity cover role, initially for a period of ten months.
Hours	Part time (to be agreed with the successful candidate)
Salary	£33,000 FTE (pro-rata)
Location	Newcastle upon Tyne; hybrid

About Mslexia

Mslexia is an award-winning literary organisation and registered charity dedicated to supporting and championing women writers at every stage of their writing journey. Through our magazine, competitions, events, professional development programmes and online resources, we help create opportunities for women's voices to be heard, developed and celebrated.

We are a small, ambitious and values-led feminist organisation based in Newcastle upon Tyne, with a loyal national and international readership. Our readers are engaged, thoughtful and deeply invested in their writing lives and in the wider literary landscape.

Overview

Working in collaboration with the Consulting Editor, the Managing Editor will take editorial responsibility for three issues of Mslexia magazine, including planning each issue, commissioning and editing content, and managing submissions, contributors and overseeing the editorial production schedule.

We are looking for an experienced editor who can step confidently into the role, bringing both editorial judgement and the organisational skills to independently manage a quarterly production cycle.

The Managing Editor will report directly to the CEO and will be the first point of contact for external contractors including proofreaders and designers.

Key responsibilities

- Plan the editorial content and shape of each magazine issue, working within Mslexia's established brief, house style and brand and in collaboration with the Consulting Editor.
- Proactively commission feature writers, interviewees, and contributors.
- Develop and maintain the running order and content plan for each issue.
- Write for the magazine, including the Editor's letter and agreed regular articles.

- Review and select submissions for publication from Mslexia's set commission opportunities.
- Maintain editorial policies, house style, ethical standards and legal compliance, including copyright and sourcing requirements.
- Edit all commissioned and selected content to a publication-ready standard.
- Provide clear and constructive feedback to contributors on pieces requiring revision.
- Work closely with design, marketing, communications, digital, commercial or programme teams to align content with organisational priorities.
- Act as the primary point of contact for all magazine contributors.
- Manage contributor correspondence and contracts.
- Manage editorial budgets, supplier relationships and freelance capacity where applicable.
- Use audience insight, analytics and stakeholder feedback to improve editorial planning and performance.
- Manage the supplier relationship with the external production company to ensure production schedule is followed and all deadlines are met.
- Supply final copy, imagery and pagination documents to external design team
- Review and sign off PDF proofs, coordinating amends with external proofreader and the design team.
- Work collaboratively with the Sales and Marketing team on advertising entries.
- Co-ordinate key identified projects (e.g. Mslexia Diary and Indie Press Guide publications), working collaboratively with external partners, including print purchasing.
- Flag any scheduling risks to CEO.
- Co-ordinate and compile the Elevenses newsletter, liaising with the Consulting Editor and Mslexia team and write 'news nuggets' section for Elevenses newsletter.
- Co-ordinate rejection letters for quarterly magazine submissions and themed showcases.
- Contribute to website and newsletter updates.
- Co-ordinate editorial blog for website.
- Ensure adherence to brand management across all publications, ensuring consistency of tone, language and editorial standards.
- Contribute to organisational planning and development as and when required.
- Reflect Mslexia's respect for and commitment to women writers, regardless of their skill, status or background.
- Attend weekly team meeting.

Person specification

Essential

- Significant editorial experience, ideally within magazines, publishing or literary organisations
- Excellent commissioning and editing skills, with meticulous attention to detail.
- Confidence in working with external design and production partner, briefing them effectively.
- Clear, concise written communication.
- Up-to-date knowledge of the UK literary and publishing sectors and ideally creative writing

- An understanding of, and enthusiasm for, Mslexia's mission to support and champion women writers
- Excellent editorial judgement and the ability to shape a coherent, high-quality issue.
- Outstanding organisational and project-management skills, working with competing deadlines
- The ability to build strong, positive working relationships with writers, freelancers, colleagues and external partners
- Experience of commissioning and managing relationships with writers and contributors.
- Confidence working across teams and influencing others to achieve shared goals
- Strong interpersonal skills, with the ability to be tactful, sensitive, firm and diplomatic when required
- The ability to balance editorial vision with practical delivery, making sound decisions in a fast-moving environment
- A collaborative, flexible approach and the confidence to work independently when needed

Desirable

- Experience of editing a literary magazine or similar publication.
- An existing network of writers relevant to Mslexia's readership.
- Familiarity with editorial workflows involving outsourced production and design.
- Experience using Adobe Suite and Mailchimp.

HOW TO APPLY

Please send a CV and covering letter outlining your relevant experience to the Admin Coordinator, Isobel Randall, isobel.randall@mslexia.co.uk

Closing date for applications: midday, 20 September 2026

Interviews: week commencing 5 October 2026

For an informal conversation about the role, please contact Sarah Bentley, Chief Executive sarah.bentley@mslexia.co.uk