



MSLEXIA PUBLICATIONS LIMITED

MANAGING EDITOR (Maternity Cover)

Position	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.

ABOUT THE ROLE

We anticipate this being a part-time role and are open to discussing a range of working patterns and hours with the successful candidate. We welcome applications from experienced freelancers and portfolio professionals.

Mslexia is seeking an experienced Managing Editor to join us on a maternity cover contract.

This is a rare opportunity to take editorial responsibility for *Mslexia* magazine, the UK's leading magazine for women who write. Working closely with our **Consulting Editor** and reporting to the CEO, you will lead the planning, commissioning and editing of three issues of this quarterly magazine, ensuring the magazine continues to inform, inspire and champion women writers throughout the UK and beyond.

This is a hands-on role for an experienced editor who is equally comfortable shaping editorial direction, commissioning contributors, editing copy and managing production schedules. Design and print production are managed through external partners, allowing you to focus on

delivering high-quality editorial content and maintaining the distinctive voice and standards for which Mslexia is known.

As Managing Editor, you will:

- Plan, commission and edit content for three issues of *Mslexia* magazine (issues 113, 114 and 115)
- Work closely with the Consulting Editor to shape engaging, high-quality editorial content
- Commission and manage relationships with writers, interviewees and contributors
- 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.
- Co-ordinate projects, including the Indie Press Guide, Diary, Elevenses and website blog
- Edit and manage proofreading content to a consistently high standard
- Coordinate effectively across teams and external partners to ensure the smooth delivery of each issue
- Manage editorial schedules, budgets and production deadlines
- Liaise with designers, printers and freelance contributors
- Ensure each issue reflects Mslexia's mission, values and commitment to supporting women writers

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
- Acting as the primary point of contact, manage correspondence and contracts for all magazine contributors
- Edit all commissioned and selected content to a publication-ready standard
- Provide clear and constructive feedback to contributors on pieces requiring revision
- 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
- Manage editorial budgets, supplier relationships and freelance capacity where applicable
- Work collaboratively with the Sales and Marketing team on advertising entries
- Co-ordinate rejection letters for magazine submissions and themed showcases
- Work closely with design, marketing, communications, digital, commercial or programme teams to align content with organisational priorities

- Use audience insight, analytics and stakeholder feedback to improve editorial planning and performance
- 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
- Contribute to website and newsletter updates
- Co-ordinate Editorial and Salon Showcase 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 SPECIFICATIONS

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 an external design and production partner, briefing them effectively
- Clear, concise and compelling writing ability
- Up-to-date knowledge of the UK literary, publishing, and creative writing sectors
- 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.
- Experience of commissioning and managing relationships with writers and contributors
- The ability to balance editorial vision with practical delivery, making sound decisions in a fast-moving environment
- 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
- 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

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 of using Adobe Suite and Mailchimp.

TERMS

This will be a part-time, fixed-term maternity cover, initially for a period of ten months.

SALARY

£33,000 FTE (pro-rata). Hours are to be agreed with the successful candidate.

EQUALITY, DIVERSITY AND INCLUSION

Msllexia believes that literature is strengthened by a diversity of voices, experiences and perspectives. We are committed to creating an inclusive workplace and to improving representation within the literary sector.

We actively welcome applications from people from backgrounds that are currently under-represented in publishing, the arts and the charity sector, including people from Black, Asian and minority ethnic communities, disabled people, LGBTQ+ people, people from lower socio-economic backgrounds, and others whose voices have historically been marginalised.

As an organisation dedicated to supporting and championing women writers, we are committed to fostering a culture in which everyone is treated with dignity, respect and fairness, and where diverse experiences and perspectives are valued.

HOW TO APPLY

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

Closing date for applications: midday, 16 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