

Job Description for freelance editor of *Briefings*

Briefings is the Discrimination Law Association's publication which informs, leads opinion, and raises discussion on discrimination law from a claimant perspective.

To edit and handle the production of three editions of *Briefings* annually on a freelance basis. The post holder will work from home and report to the DLA Executive Committee.

£2,105.00 per edition x 3 = £6,315 per year for an estimated 40 full days' work over one year.

Editorial

Responsible for the content of *Briefings* which involves:

- Keeping up to date with relevant caselaw, statute and other developments in and affecting discrimination law, and reading the latest relevant cases in order to identify which ones should be reported;
- Deciding upon the contents of the edition (including case reports, articles, news items and book reviews);
- Identifying and commissioning authors to write articles and case notes, and other items to be included such as news items and book reviews;
- Liaising with the DLA Executive Committee regarding potential authors and the contents of each edition;
- Identifying and commissioning authors to write up cases, and other items to be included such as articles and book reviews;
- Developing and maintaining the range of volunteer authors as DLA active members and supporting new volunteers to write for *Briefings*;
- Writing the editorial;
- Preparing news items, and amending the list of abbreviations;
- Liaising with authors to ensure content is received by deadlines;
- Editing received articles and case reports, ensuring they are accurate and match the 'house style' in terms of style, consistency and content;
- Ensure that all content is free of libel and adheres to the appropriate legal guidelines and standards;
- Exercising general editorial control throughout.

Production

Responsible for the production of *Briefings*, which involves:

- Creating a first draft of the edition and sending it to the typesetter;
- Liaising with the typesetter to agree a final version;
- Proof reading the final version;
- Going through the list of corrections with the typesetter;

- Liaising with the DLA Administrator regarding distribution of *Briefings*, as well as advertisements and inserts in *Briefings*.

Other

- Producing a report on *Briefings* for the DLA's annual report.

Essential requirements

1. A minimum of two years working in the equality law field
2. Knowledge of discrimination law and the legal systems across the UK
3. Ability to work on own initiative without supervision
4. Good organisational skills with ability to prioritise and to work effectively to tight deadlines and under pressure
5. Experience of writing, editing and proof reading
6. Ability to explain complex concepts simply
7. Proficient in the use of information technology and able to be administratively self-supporting
8. Diplomacy and tenacity

Desirable requirements

1. Educated to degree level
2. Strong communication and collaboration skills
3. Past experience of claimant litigation
4. Ability to network effectively in the equality law field