



PERSON SPECIFICATION

Job title: Production editor

Location: Cheltenham

Job ref no: ALF xxxx

SECTION	ESSENTIAL CRITERIA	METHOD OF ASSESSMENT
Qualifications and/or education level attained	<ul style="list-style-type: none">• Educated to A Level or equivalent standard• Able to demonstrate competence in written and spoken English and written and spoken French.	C.V. C.V.
Experience	<ul style="list-style-type: none">• Editorial experience essential	C.V. and Interview
Knowledge	<ul style="list-style-type: none">• Microsoft Office Suite and Outlook• Quark to a proficient level• French-speaker desirable• Familiarity with France/French culture• Journalism training / qualification preferred	C.V.
Work-related attributes and competencies	<ul style="list-style-type: none">• Flair for re-writing copy, writing headlines and other page furniture.• Strong organisation skills• Written & verbal communication skills• Able to work on own initiation• Initiative and enthusiasm• Research skills	Interview / examples of work Subbing test.

Working Hours : Negotiable.