

Commissioning Editor (freelance)

About BRF Ministries

BRF Ministries is a Christian charity. We are the home of Anna Chaplaincy, Living Faith, Messy Church and Parenting for Faith. We resource both the spiritual journey of individuals and the mission and ministry of local churches.

Our vision – Inspiring, equipping and supporting people of all ages to grow in Christian faith.

This is at the heart of what we are committed to do at BRF Ministries.

- **Inspiring** because we're all looking for new ways to explore and embrace Jesus.
- **People of all ages** because it's never too late and never too early to find faith.
- **Grow** because life is all about moving forwards.
- **Christian faith** because we're truly proud to be doing God's work.

We work with and through churches to see more people, whatever their age, wherever they are on the journey towards God...

- growing in understanding of the Bible
- encountering God and experiencing vibrant Christian faith
- equipped to exercise gifts in leadership and ministry.

We are a values-led organisation. Our values, which are at the heart of all we do, are:

We respect others.

We value the contributions of every individual, are honest with each other and allow people to experiment and try new things.

We give our best.

We achieve the best results with the time and resources available.

We are collaborative.

We seek opportunities to build relationships and work with others towards shared goals.

We are adaptable.

We have positive, can-do attitudes, demonstrating flexibility in our approach and determination to succeed.

We are creative.

We encourage pioneering ideas and ways of thinking, continually looking for ways to improve what we do.

The role

Salary: Negotiable

Location: Remote

Hours: Part-time

- The Commissioning Editor is responsible for commissioning or acquiring a minimum of 12 commercial resources per annum for BRF Ministries, primarily for the Living Faith ministry.
- You will work closely with the Content Creation Team Lead and with authors to create high-quality proposals that fit with BRF Ministries' existing list.

Key responsibilities

- Build, develop and nurture a strong team of Living Faith authors, providing writing opportunities for popular 'regulars' while introducing new voices and ensuring diversity of experience, tradition, ethnicity and gender.
- Promote BRF Ministries titles on social media where this is possible and appropriate.

Qualifications and skills

- An extensive network of contacts from which to identify new contributors.
- Proven experience as an editor and writer.
- Creativity and understanding of BRF Ministries' audiences.
- Excellent communication and collaboration skills, both written and verbal.
- Strong organisational and time management abilities.
- Familiarity with editorial processes and copyright regulations.
- Excellent attention to detail.
- Ability to work independently and meet deadlines.
- Proficiency using Microsoft Office, the internet and social media.

Next steps

If you are interested in this role, please get in touch with rachel.tranter@brf.org.uk for an initial, informal chat.

There is an occupational requirement that the role be held by a Christian, as defined by the Equality Act 2010.