

## Writer/Editor Vacancy

WINS is looking to add a **technical writer/substantive editor** to its team. Reporting to the Head of Programmes, this person has two major areas of responsibility. The first is substantively editing all WINS publications, and the second is writing technical, professional, educational and marketing content—both online and offline.

### Minimum Requirements

**Only candidates with the following minimum qualifications will be considered for this position:**

- Native speaker of English.
- **Five or more years** of recent experience as an editor of challenging professional and technical documents. This experience should include formatting, designing and substantively editing book-length documents.
- **Five or more years** of recent experience as a writer of professional communications, both online and offline.

### Detailed Job Description

#### Editing

Substantively edit and format all WINS publications to ensure they are clear, succinct, well-written, well-designed and properly cited. Examples of publications include:

- WINS Academy module textbooks
- WINS International Best Practice Guides
- WINS Academy courses uploaded to the online learning management system
- Workshop reports, white papers and the Annual Report
- Training course materials and exercises
- Marketing materials

#### Writing

- Write the monthly membership newsletter (using MailChimp)
- Write news releases and publish them on the WINS website (WordPress)
- Write the examination questions for all new WINS Academy modules
- Write the content for new WINS website pages
- Contribute to writing/support the drafting of new best practice guides, WINS Academy modules, training course materials and exercises
- Write case studies



### **Knowledge, Skills and Experience**

- Outstanding ability to revise challenging content written by subject matter experts who are not professional writers (and who may not be native speakers of English) and turn it into clear, compelling, succinct content that tells an interesting and logical story.
- Excellent knowledge of grammar, spelling and punctuation. Ability to work in British English.
- Expert knowledge of Word to format book-length documents, including automated tables of content.
- Excellent knowledge of academic/professional style guides.
- Experience compiling data, analysing diverse sources of information, and conducting, reviewing and synthesising research.
- Familiarity with WordPress, PowerPoint, Excel and MailChimp.

### **Abilities**

- Excellent interpersonal skills.
- Ability to work independently and take initiative as well as to work as part of a team, providing help and assistance when required.
- Adaptable, flexible and receptive to new ideas and approaches.
- Effective analytical and problem-solving capability.
- Ability to plan ahead, set priorities, work effectively under pressure, and complete tasks to agreed time and quality standards.
- Ability to operate in a strictly defined financial environment.

### **Education**

The candidate should have an academic degree that emphasises language, communication skills, research and analysis. Examples could include English, a foreign language, linguistics, teaching English as a second language, history, sociology, etc.

### **Good to Have**

- Experience in the field of nuclear security
- Residency in Vienna
- Experience with social media

## Application Process

**Closing date of application period:** 25 August 2019

**Selection of semi-finalists:** 28 August 2019

**Writing & editing test:** To help us better evaluate semi-finalists, we will request them to demonstrate their skills by undertaking two short projects, one involving writing skills and the other involving editing and layout skills. In return, we will pay the semi-finalists 500 euros for their time.

**Personal interviews:** We will interview the finalists in mid-September.

**Preferred starting date:** 14 October

**Salary:** 60,000–70,000 euros (brutto) per annum

Please forward a brief cover letter (no more than one page) explaining why you are interested and qualified to undertake the role, along with your CV to: [info@wins.org](mailto:info@wins.org). Also include the following reference in the subject field: WINS Writer-Editor/Your Name. (Note that applicants must possess the ability to legally reside in Austria. WINS is exempt from the requirement for a work permit.)