

## Freelance editor: ARTICLE 19 terms of reference

We are looking to contract a freelance editor to be initially responsible for editing statements to tight deadlines while maintaining and updating the ARTICLE 19 style guide. This is an exciting opportunity to engage in worldwide debates on human rights and freedom of expression and may lead to further commissions to work on our other ad hoc publications. It is also an exciting time to join ARTICLE 19 following the launch of our new website and visual identity.

### Specifications

ARTICLE 19 produced 69 statements in 2011 and we expect that number to grow by between 10-20% in 2012. Statements are used to position ARTICLE 19 on key debates at the international, regional and national levels. Their main vehicle is our new website and mailing list, both necessitating a web-friendly approach. Each statement ranges in size, but averages 1,200 words (2.5 pages). We aim to turn around reactive statements within 48 hours, if not quicker, and proactive statements within 72 hours. This currently works according to the following procedure:

Author drafts > Lawyer comments > Comms edits > Author revises > Director approves > author revises > Comms proofreads > Comms publish

We would expect the freelance editor to be in a position to give us a predicted timeframe for turnaround within two hours of receipt of a new job from us. The freelance editor will work remotely and initially interact only with the Communications Team. In time they will completely take over the role of editing and proofreading in the above procedure. They may also in future work directly with staff worldwide and begin to offer feedback and develop steps for improvement.

### Essential and desired experience and skills

Essential	Desired
<ul style="list-style-type: none"> <li>Experience of editing for an NGO</li> <li>Experience of writing for the web</li> <li>Experience of self-motivated remote working</li> <li>Experience of developing content using house-styles and maintaining consistency in tone-of-voice</li> <li>Experience of working to tight deadlines</li> <li>Experience of tailoring to target audiences</li> <li>English as first language</li> <li>If based outside London, the ability to work according to the UK time zone and the ability to travel to the office in London if needed (particularly for initial period)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of editing content created by non-native English speakers globally</li> <li>Experience of editing human rights content, including technical legal language</li> <li>Experience of developing house style guides and defining tone-of-voice</li> <li>Second language</li> </ul>

## How to apply

If you believe in ARTICLE 19 and our mandate, and think that your skills, experience and availability matches our specification, please respond to our Terms of Reference with a proposal including the following:

- Cover letter explaining your interest in the Terms of Reference
- CV
- Portfolio / examples of your past work
- Budget (how would you bill us, what is your proposed regime)
- Details of references (we will not contact without your permission)

**This should be sent to [feproposal@article19.org](mailto:feproposal@article19.org) by 12<sup>th</sup> January 2012.**

Any questions should be directed to Oliver Spencer, Senior Comms & Advocacy Officer, phone & email: +44 20 7324 2500 [oliver@article19.org](mailto:oliver@article19.org)

## Start Date

Mid-February 2012

## About ARTICLE 19

ARTICLE 19 defends freedom of expression and information (FoE and FoI) and a free media at a structural and policy level, through engaging and working with grassroots organisations as well as national and local authorities, and by developing global partnerships. Our name comes from the Universal Declaration of Human Rights.

ARTICLE 19 was founded in 1988 as part of a wider movement that included the fall of the Berlin wall, the collapse of the Soviet Union, the Burmese struggle for democracy and the end of Apartheid. Our major goals in 2011-2015 are:

1. Defending FoE in a Multi-Polar World
2. Protecting FoE in a Networked World
3. Ending Impunity
4. Protecting the universality of FoE against competing moral claims
5. Effective response to demands for transparency

ARTICLE 19 is headquartered in London and has grown rapidly over the last five years. In 2005 the organisation prioritised decentralisation and now has offices in Mexico, Brazil, Kazakhstan, Tunisia, Kenya, Senegal and Bangladesh. London is the home for the communications team, which runs the current website, and a law programme. The London office also runs projects in China, Iran and more.

## Our target audience

Our communication outputs target the following key audiences:

- International and national journalists and other media workers
- I/NGO community
- Civil society activists and human rights defenders
- Lawyers and legal institutions
- Academics and students
- Inter-Governmental Organisations – including UN, UNHRC, and regional hubs such as Strasbourg (ECHR), Addis Ababa (AU), Jakarta (ASEAN) and San Jose (Inter-American Court of Human Rights).
- Public officials and civil servants, politicians and political advisors
- Large and medium-sized donors.