

KEY FACTS

Application closing date:	16 January 2023
Start date:	As soon as possible
Reports to:	Head of Communications
Contract:	Open ended contract
Hours:	Part time 60% (22.5 hours per week)
Salary:	£20,650/€24,145/\$24,817 to £24,451/€24,145/\$29,385 for 60% hours (£34,417/€40,243/\$41,363 to £40,752/€47,649/\$48,975 full time equivalent, pro rata for part time hours)
Location:	Home-based and globally flexible (subject to contractual ability). We currently have employment contracting arrangements within France, Germany, Israel, Spain and the UK otherwise alternative contracting arrangements will be made. Candidates must have the right to work in their country of residence.

ORGANISATION

The [Tax Justice Network](https://www.taxjustice.net) is an independent international network, launched in 2003. It is dedicated to high-level research, analysis and advocacy in the area of international tax and financial regulation, including the role of tax havens. We map, analyse and explain the harmful impacts of tax evasion, tax avoidance and tax competition, and support the engagement of citizens, civil society organisations and policymakers with the aim of a more just tax system. We pursue systemic changes that address the international inequality in the distribution of taxing rights between countries; the national inequalities – including gender inequalities – that arise from poor tax policies; and the national and international obstacles to progressive national tax policies and effective financial regulation. The Tax Justice Network is supported by grants from Norad, the European Union, Open Society Foundations and others. We are a virtual organisation, with staff working from home across multiple countries and continents.

ROLE DESCRIPTION

The Content Writer and Editor role will be part of the communications team at the Tax Justice Network which is led by the Head of Communications, who this post will report into, and includes the Creative Strategist/podcaster, Communications Assistant and the Writer and Researcher. The communications team leads and delivers the Tax Justice Network's communications, including the organisation's media work, blog, website, social media and newsletters.

The two primary functions of the role will be to generate original, timely content on tax justice-related issues, such as blogs on recent tax transparency developments or case studies delving into upcoming Tax Justice Network research, and to proofread and edit content generated by Tax Justice Network staff members and external guest contributors, such as research reports written by colleagues and blogs written by members of the wider tax justice movement. The Content Writer and Editor will work with the communications to help maintain a regular supply of engaging content to the Tax Justice Network's blog, to support Tax Justice Network staff members to regularly and confidently write original content, and to ensure content is published in a timely manner.

The communications team is a busy team in a fast moving and agile organisation. The communications team works closely with teams and individuals across the organisation, supporting the planning,

development and publication of all external outputs. Therefore, you need to be someone who is self-reliable and a top multi-tasker, who enjoys supporting colleagues with developing and polishing their work into the best possible shape. You will need to be able to provide constructive feedback to colleagues on their work in an encouraging and respectful manner that helps build skill sets. Given the nature of the work, you will need to have an exceptional eye for detail.

The Tax Justice Network is a virtual organisation with all the team working remotely. You therefore need to be self-motivated and comfortable working alone. Alongside being thorough, diligent and independent you should have strength and confidence to judge when to reach out to colleagues to assist and support.

KEY RESPONSIBILITIES

Writing

- Research, write and edit content on a variety of tax justice issues for the Tax Justice Network's blog, newsletters, social media and research publications.
- Conduct in-depth research on tax justice topics to develop original, compelling and timely content.
- Write blurbs, headlines and accompanying text for publications for social media and website fields.
- Work with Communications team colleagues to develop content for campaigns, publication launches and events.
- Work with Communications team colleagues to input into editorial calendar, identify stories and opportunities, and help ensure content is published in a timely manner.
- Identify needs and gaps in our content and recommend new topics, with audiences in mind.

Proofreading and editing

- Proofread and edit blogs, reports and research materials to ensure clarity, accuracy, flow and structure of content, as well as spelling, grammar, punctuation and syntax.
- Make sure content adheres to house style guide, branding and referencing style. Compile and update style guides when required.
- Use SEO guidelines and best practice to increase web traffic.
- Support Tax Justice Network staff members to build blog writing skills, to draft compelling headlines and copy, and to regularly blog by helping with brainstorming, outlines and drafts.

PERSON SPECIFICATION

Skills and experience

Essential

- Experience in content writing and proofreading or editing, or similar roles
- Proficient writing and editing skills in English
- Knowledge of economic, finance and tax issues
- Experience conducting research for written publications and experience in journalism
- Ability to communicate effectively, accurately and succinctly in English, in writing and verbally
- Excellent communication and interpersonal skills
- Time management skills and ability to meet deadlines
- The ability to work remotely in a fast-paced environment and handle multiple projects concurrently
- Strong IT skills with knowledge and experience of Microsoft Office 365 suite

Desirable

- Strong writing, editing and/or proofreading skills in Spanish, French, Arabic, Portuguese or another language
- Experience using Wordpress to publish online content

Attributes

Essential

- Ability to work independently, and comfortable working with a fully remote team
- Highly organised with excellent time management, forward planning and prioritisation
- Comfortable working at times under pressure and to regular deadlines
- Can work cooperatively and collaboratively both as part of a team and when engaging with external partners
- Can respectfully, clearly and supportively communicate constructive feedback to colleagues on their work
- Open to feedback and review with the ability to adapt work and working style accordingly
- Commitment to own professional development
- Passion for tax justice and international development issues

HOW TO APPLY

Please upload a CV (resume) and answer a set of questions addressing some of the skills and attributes listed along with your motivation for applying at <https://airtable.com/shroTXoKfDLsEff7T> by 11:59 GMT on 16 January 2023. Please apply in English.