January 2026

Recruitment

Editor and Communications Manager

Role title	Editor and Communications Manager
Role overview	The individual will be responsible for managing the high-quality production of all documents and outputs produced by the Glic team. This includes editorial, proofreading and design duties on documents that have been produced for a range of audiences and purposes (including written and visual reports, infographic summaries, presentations). The individual will also produce marketing materials that illustrate Glic's work and expertise for target audiences, and promote the organisation through managing our digital platforms.
Reporting to	Team Lead – Social and Engagement
Salary	Band D: £32,186 to £38,236
Hours	Full-time and permanent: 37 hours per week. Glic would consider job share proposals
Office	Hybrid working; preferred three days a week in our central Glasgow office (22 Montrose St, G1 1RE)
Employee benefits	• 28 days holiday per year, increasing with tenure • Flexible working hours • Access to a monthly health and wellbeing benefits package • Participation in the Cycle-to-Work Scheme • Annual allocated budget for CPD and training • Up to two days off for volunteering per year • Employee pension scheme • Real Living Wage employer with ISO 9001 and ISO 4001, Cyber Essentials Plus, and B Corp certifications, committed to adopting fair work practices in line with Fair Work First.

About Glic

Glic is an Argyll and Glasgow-based economic and community development consultancy. We were founded in 2019 and have since grown to a team of 10 colleagues plus respected associates and strategic partners from adjacent industries. All colleagues bring skills and expertise that cross sectors, research interests, and career experience. Together, we have decades of experience in:

- **Research and analysis**: Quantitative and qualitative
- **Impact assessment**: Economic and social
- **Strategy development**: Organisational, project and funding

- **Engagement**: Communities and stakeholders
- **Business and community support**: Plans, options appraisals and feasibility studies
- **Review and evaluation**: Organisational and project-specific
- **Interim management**: Organisational and project-specific

We take a 'professionable' approach to this work. The team aims to deliver exceptional levels of service and quality whilst being *personable*, working constructively and transparently with client organisations and communities.

Vision: To bring our energy, skills and personalities to projects and use our expertise in community and economic development to make a positive difference to the people, organisations, and environment we serve.

Values: All of our work is bespoke and tailored to the needs of the project. Every decision we make is guided by our values. They represent who we are, what we do, and where we want to be:

Impact	We earn respect by adding value and delivering workable, synergic solutions. We know where our skills lie and that's where you'll find us.
Care	We work with clients that are making a positive difference and are doing so in ways that consider the planet and its people. We do our utmost to find solutions that maximise economic, environmental and social impacts.
People	People are at the heart of everything we do – the client, the populations impacted by their work and our colleagues. We consider people at every stage of an assignment and build valued relationships.

We work with public, private, and third sector organisations, developing and sharing our knowledge on the social and economic conditions that impact communities and businesses across a range of industries:

- Advanced manufacturing
- Aquaculture
- Community development
- Environment
- Energy
- Food and drink
- Health and social care
- Heritage
- Housing
- Land use
- Ports and harbours
- Rural development
- Social enterprise
- Technology
- Tourism

Our valued clients range from rural Scottish community groups, to national government agencies, to multinational corporations:

The role

Purpose

The Editor and Communications Manager's primary duty is to ensure high quality standards across our work, giving attention to both the written and visual elements of all final outputs. This includes ensuring that all documents are comprehensive, accurate, coherent, visually appealing, and appropriate for the identified audience and purposes.

The individual is also responsible for maintaining and enhancing awareness of Glic through the production of appropriate marketing materials (e.g. slide decks, brochures) and management of our online presence.

Responsibilities and objectives

Editorial

- Reviewing all written work by the team and editing for clarity, accuracy, tone, structure and style
- Maintaining, defining and updating internal writing style guidelines
- Verifying that reported facts and statistics are accurate, reliable, correct, and appropriately sourced
- Working with colleagues to produce final documents, ensuring recommendations for change are implemented through draft cycles
- Managing end-to-end document workflows across multiple authors, from first draft to published report.

Proofreading

- Proofreading all documents to established rules and practices, and internal Glic style guidance/client specifications
- Working to internal and client deadlines, ensuring sufficient time is allocated for proofreading and author review
- Performing final design quality checks with regard to formatting, layout and visual consistency.

Design

- Using our established brand and style guidelines to design and create documents for visual appeal and structure (use of MS Word for written reports; Canva for visual reports)
- Creating and managing MS Word templates to ensure consistent use across the team
- Providing internal guidance to support the team's use of templates.

Promotion

- Producing physical and digital materials to promote awareness of and engagement with individual projects (e.g. posters and social media posts to promote a community consultation or survey)

- Producing (including writing and design) sales materials that communicate Glic's work to target sectors and clients (e.g. slide decks, presentations, brochures).

Digital communications

- Identifying and writing pages for the Glic website as appropriate (e.g. relevant news, company updates, case studies)
- Managing our use of social media, including designing and implementing a social media strategy
- Managing the production, publication and distribution of online surveys where required by individual projects.

Team support

- Supporting the team in managing project workflows and document production, liaising with multiple authors to ensure documents go through quality check milestones and are completed to deadlines
- Providing written communications support and training as required to ensure the team's familiarity with style guidelines.

About you

Qualifications

Degree in a relevant field (e.g. English, Communications, Journalism).

Skills, knowledge and experience

Written communications

- Significant and strong skills in written communications, for a range of professional and public audiences and purposes
- Extensive knowledge of English grammar, language standards and practices
- Proofreading and copyediting abilities, including ability to provide critical and constructive feedback and to adapt work for coherent tone
- Skills in critical analysis to evaluate content and identify areas of improvement and inconsistencies (content, tone, structure, style).

Visual communications

- Strong and efficient visual communication skills and an eye for creating consistency and readability across various document types
- Ability to follow and maintain brand guidelines, with understanding of typography, colour palettes and logo/image use
- Creative abilities to develop new ways of presenting information appropriately.

Technical

- Proficient and efficient use of Microsoft 365 suite with specific focus on MS Word for report production and design
- Familiarity with Canva for design
- Ability to use SurveyMonkey online survey platform
- Competency with LinkedIn and Facebook social media platforms.

General

- High attention to detail across all areas, with accuracy and consistency
- Critical and analytical mindset to enhance work and identify weaknesses
- Research skills to identify and find reliable sources of information
- Ability to manage own time, prioritise and plan workloads, and deliver work to tight deadlines
- Ability to work both independently and closely within a small team, liaising with multiple people simultaneously to manage workflows.

Additional: Desirable

- Proficiency in using content management systems (Wordpress)
- Knowledge of SEO practices management.

Additional requirements

- Right to work in the UK.

Applying for the role

If you are interested in applying for this role, please send a CV and cover letter to recruitment@glic.uk by end of 25 January 2026.

The cover letter should evidence how you meet the elements described in the ***About you*** section above. As a key feature of the role is document design in MS Word, creative cover letters are encouraged.

If you have any queries or would like to learn more about the role and Glic, email Alice Masson, Team Lead – Social and Engagement: alice@glic.uk.

All applications will be reviewed by our team. Applicants will be informed of the outcome of their application by 2 February 2026. Candidates successful at this stage will be invited to interview in the week beginning 9 February 2026.

The successful applicant is anticipated to begin the role in March 2026. Availability and preferred start date should be confirmed in the cover letter.