



CHINA DIALOGUE
TRUST

ASSISTANT EDITOR



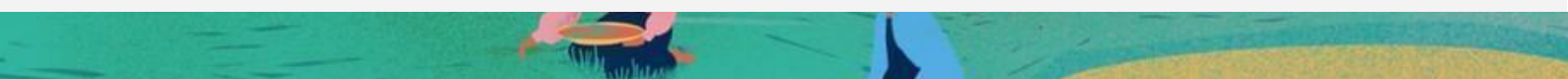


Who are we?

[China Dialogue Trust](#) is an independent organisation dedicated to advancing climate action by promoting an understanding of climate change and the environment across barriers of language and culture.

For more than 15 years, our work has illuminated both China's environmental crises and its global environmental footprint. We cover everything from innovations in green technology to the impact of belt-and-road investment to share knowledge and advance solutions.

We are a UK-registered charity headquartered in London, with a team in China, a growing cohort of regional editors across India, Nepal, Bangladesh, Pakistan, Thailand, Indonesia, Brazil, Peru, Mexico, Argentina, Gambia, Kenya, Malawi and Sierra Leone, and a network of expert contributors and partners around the world. China Dialogue Trust researches, writes, commissions, edits and publishes news reports and analyses of environmental and climate threats, to stimulate the exchange of information and ideas between readers in diverse geographies.





China Dialogue Trust publishes across four websites:

- chinadialogue.net, our flagship site launched in 2006, reports in Chinese and English on environment and climate change, with a focus on China. It attracted nearly 1.7 million page views in 2022.
- thethirdpole.net, in English, Hindi, Urdu, Nepali, Bengali and Russian, is dedicated to understanding water, climate and the environment across Asia. It attracted nearly 1.9 million page views in 2022 and is widely syndicated across the subcontinent.
- dialogochino.net, which publishes in English, Spanish and Portuguese, was launched in 2014 and is focused on China's environmental and social impacts in Latin America. In 2022, it attracted over 1.2 million page views.
- chinadialogueocean.net focuses on China's policies and impacts on the marine environment, which are critical for the global ocean, and was launched in 2018. China Dialogue Ocean attracted nearly 370,000 page views in 2022.

With its expertise and rich experience in communication and public education, China Dialogue Trust raises awareness and makes online and real-world dialogues happen – to promote and support perspectives that increase understanding, and inspire a greater awareness of the planet's challenges.





The role

Location: London

Hours: Full-time

Contract type: Temporary – 12 months, with a view to renewing

Salary: £32,250.94

Start date: ASAP

This is an exciting opportunity to work with our editorial and production teams on content that will reach a global audience through China Dialogue, The Third Pole, Diálogo Chino and China Dialogue Ocean. The Assistant Editor will be a crucial source of expertise and support for external contributors and journalists.

What we are looking for

China Dialogue Trust is seeking an Assistant Editor to join our London office. The person will be a meticulous copy-editor with a keen interest in the environment and international affairs, and experience working with writers whose first language is not English. The Assistant Editor will be proactive, highly organised and self-motivated, with relevant professional experience, excellent writing and a commitment to accuracy.





Essential

- A commitment to the work of China Dialogue Trust;
- Excellent editing and writing skills;
- Proven interest in environment and climate change issues;
- Experience in web publishing, search engine optimisation, and the use of content management systems;
- Ability to maintain and develop relationships with contributors;
- Strong internal communication and problem-solving skills;
- Ability to work independently and meet deadlines.

Desirable

- Knowledge of Chinese and global current affairs.

Main responsibilities

- Work closely with journalists and expert contributors to develop, fact-check and copy-edit articles to the highest standards;
- Develop strong working relationships with contributing writers through considered feedback and support;
- Coordinate the translation of articles with our external translators, ensuring simultaneous publication across several languages;





- Collaborate with the Production Manager to plan the layout of articles and finalise content for online publication using the content management system;
- Work with other editors and the production team to generate ideas for high-quality visual or interactive elements, such as charts, maps, videos and GIFs, and coordinate with freelance designers to deliver these elements as required;
- Review and edit content to optimise it for search engines, ensuring maximum reach.

How to apply

- Please apply in writing to apply@chinadialogue.net by 9am BST on Thursday, 1st June 2023 with a cover letter outlining why you are interested in the role and what skills in particular you could contribute to the organisation, together with a copy of your CV.