# Copy Editor

About the role

As a Copyeditor at FORE Australia, you will work under the Chief Operating Officer (COO) to ensure the clarity, consistency, and quality of policy briefs and other written materials. Your responsibilities will include reviewing and editing content for grammar, punctuation, style, and adherence to the organisation’s guidelines, ensuring that all documents are polished and professional. You will collaborate with policy officers and team members to enhance the overall quality of communication, making complex ideas accessible to a broader audience. This role requires 2-6 hours of flexible work per week and is ideal for individuals with a keen eye for detail and a passion for effective communication in the public policy arena.

Key criteria

* **Experience**: Previous experience in editing or proofreading, preferably in a policy or academic context.
* **Skills**: Exceptional attention to detail, with strong grammar and language skills.
* **Knowledge**: Familiarity with editing style guides (e.g., APA, Chicago) and the ability to adapt to different writing styles.
* **Collaboration**: Strong communication skills to work effectively with writers and policy officers.
* **Commitment**: A passion for clarity and precision in written communication, with an interest in social issues and public policy.

Other benefits

* Opportunity to enhance your editing skills while contributing to impactful policy documents for a social enterprise.
* Flexible working hours (2-6 hours per week) that fit your schedule.
* Gain experience in editing for a social enterprise focused on public policy and social issues.
* Collaborate with a team dedicated to making complex ideas accessible and actionable.
* Access to professional development opportunities in writing and editing within the context of social impact.
* Contribute to the mission of bringing public policy to the public in a clear and engaging manner.
* We anticipate that these roles will transition to paid positions as our organisation expands

How to apply

Please submit an application via the link: [Copy Editor Application form](https://docs.google.com/forms/d/e/1FAIpQLSeguO7kjKCod8dD45vx2Q5AnMxcuiQRzmKn2pWzScxfzdqBfA/viewform?usp=sf_link)