**Publishing Manager**

**About the job**

We’re looking for an exceptionally organised and detail-oriented Publishing Manager who is passionate about working on both colour and mono children’s books. This is an important and varied role for an experienced candidate with a solid understanding of the editorial process and a passion for supporting pre-press teams to create books of the highest quality on time and within budget for one of the most prestigious, multi-award-winning, Welsh language, Children’s book publishers.

**Your role:**You will join the team but work most closely with the Publishing Director to bring our Children’s publishing programme to life, championing efficiency and driving progress of the critical path.

Your will also manage a highly motivated team of three creative editors. Each editor has a different skillset and background experience. Your team will require leadership, guidance and regular communication to ensure the highest levels of quality output.

Working with our exceptional brands such as Bluey, Peppa Pig, Diary of a Wimpy Kid, Roald Dahl, and Disney, as well as the original books that we create ourselves, you will become a key and senior member of the Rily team with a focus on delivering the very best children’s books.

**Day to day:**On any day you may find yourself: meeting with authors and illustrators to discuss original book projects; working with designers, printers, editors to finalise the long-range publishing programme of over 40 titles per year; meeting with various project teams to look at the immediate tasks to keep imminent printings on schedule; liaising with groups of printers to negotiate print specs and the best value quotes; assisting to complete grant applications and managing the administration to ensure prompt payment; inputting Biblio data and analysing processes to find a clearer way to prioritise the key titles for the next launch cycle; checking in with marketing to find out what material they need for the conferences and Book Fairs, or helping an Editorial colleague draft a new schedule.

**Your skills & experience:**The role will suit someone with experience of complex project management who can work flexibly and thrive in a fast-paced environment. Good people skills are critical as a large part of the role will involve meeting with different project teams as well as managing the smaller internal editorial team.

We’re looking for someone who is an excellent problem solver, a confident communicator with the ability to build strong relationships with teams across the business and influence at all levels. We’d love it if you also had experience of creative editing through the medium of Welsh and managing small team experience. Former experience of working in Welsh language publishing, design or book production would be a distinct advantage.

**The ideal candidate will have the following skills and knowledge:**

* An excellent knowledge of the colour editorial and design process from start to finish
* A fluent Welsh speaker with first-rate written skills in Welsh language
* Substantial experience in a similar project-management role / managerial capacity
* An impeccable eye for detail
* A team-player, but also someone who can work independently, with formidable people skills
* An excellent track record of managing the coordination of text and images through the pre-press processes, and the ability to draw up, manage and re-negotiate schedules in line with critical path
* Be self-motivated and highly flexible – happy to move between projects as priorities dictate and manage multiple projects effectively
* A sound knowledge of the relevant software in order to manage multiple complex projects simultaneously.

In return we can offer you a range of great projects, a supportive and collaborative working environment as well as a competitive salary and benefits package.

We are highly committed to equality and diversity. We welcome applications from all individuals, regardless of age, gender, ethnicity, disability, sexual orientation, gender identity, socio-economic background, religion and/or belief.

**Job Description**This is a full time, permanent role, and the successful candidate can choose between either working in our office in Caerphilly, working from home or a hybrid pattern of both.

All applicants must be able to demonstrate the right to live and work in the UK in order to be considered for this role.

**Salary** in the region of £33,000 to £35,000, depending on experience. **Closing Date: 18th July 2025**

Please send CVs in both English and Welsh to lynda@rily.co.uk to apply. **Some of the benefits we offer:**

* 28 days annual leave including bank holidays
* Generous pension scheme
* Enhanced family-friendly policies
* Flexible working hours
* Learning, development and training opportunities including mentoring
* 40% off all Rily books
* Seasonal team dinners and treat days