

Proofreader

Location: **6 Clarence Terrace, Leamington Spa, Warwickshire CV32 5LD**

Hours: **Open to flexible hours, minimum 25 hours pw**

Are you looking to start the next chapter in your proofreading career and dive into the dynamic world of advertising? If so, you're in the right place! This is the perfect position for a proofreader who's looking for their first agency role, or a marketing/editorial assistant who's had a taste of proofreading and wants to turn it into a career.

About the role

As someone who already has some proofreading experience under your belt, you'll know that there's so much more to the role than simply being a human spell-checker!

Your typical day might see you performing a tone-of-voice check on a series of blogs about homeware, using your eagle-eyed skills to urgently proofread some punchy wording for a landing page about the latest car on the market, performing a final check on a pet products brochure including visual as well as textual elements, and interspersing all this with some social media proofing. It's what makes a role like this so satisfying and varied!

Already a confident grammar 'nerd' and spelling bee, you'll be ready to jump into our fast-paced agency life. You'll learn the studio processes on the job, gaining exposure to a number of clients and different job briefs.

Working closely with our proofreader and copywriters, you'll be eager to help develop the skills of our junior copywriter and proofreader. You'll also be keen to hone or build your copywriting skills to support the team during busy periods.

About us

We're a 24-years-young agency based in the heart of Leamington Spa in newly renovated offices – complete with table tennis, pool table...oh, and our very own bar: the Denfield Arms!

At Denfield, every day is different – we thrive on the unexplored and love the buzz of agency life. We work with clients across a range of industries: automotive, pet products, childcare, retail, charity and finance, to name but a few. Known for our energy and proactive attitude, our motto is Go. Do. – after all, why be 'can do' when you can 'Go. Do'?

The Copy & Proofreading team is an integral part of our agency's creative hub – sitting in the design studio, you'll have the opportunity to collaborate with like-minded creatives, and see your work come to life!

Skills – Essential:

- 1–2 years in a proofreading or editorial role – with demonstrable experience
- Able to work with a range of text types, from social media and blog posts to web content, emails and press releases as well as print advertisements
- Able to clearly mark up amends on PDFs and in Word files

- Able to follow/maintain brand guidelines and switch between different client style guides, keeping copy consistent
- Flexibility to prioritise tasks and update stakeholders accordingly
- An interest in proofreading, marketing and social media, and a desire to learn more
- Self-motivated, work well under pressure
- Exceptional attention to detail
- Ability to be part of a team but also work well independently
- Eagerness to use your experience to help develop the skills of junior members of the team

Skills – Desirable:

- Proficiency in copywriting – or eagerness to learn!
- Interest in the automotive industry
- Familiarity with social media copy

Culture and benefits:

- Unrivalled agency community, with down-to-earth, helpful teammates
- Opportunities for training and development supported by the agency
- Hybrid working model after successful probation period
- Regular socials and a monthly 'Friday Feeling' team-building activity
- Mental health support and wellness days – because sometimes, you need to Go. Do. You!
- Breakfast provided every morning
- Birthday annual leave if it falls on a weekday

This is an exciting opportunity to grow your role within a fast-paced agency.

Please send a CV, cover letter and any relevant examples of copy you've proofread (ideally showcasing different media and audiences) to HR Manager Laura Webster at laurawebster@denfield.co.uk