

Agreement: Relay+ Publishing Worker



By Thomas Creedy, IVP Publishing Director, January 2025

Background

- IVP and UCCF have common mission, history and basis of faith – UCCF is about reaching students with the Gospel and IVP publishes to communicate the Gospel, develop discipleship and strengthen the church for mission
- UCCF runs Relay, mission and discipleship training in a CU context, as a year-long (Sept to June) voluntary programme for recent graduates to work on the frontline of student mission.
- The Relay programme includes ‘Relay+’ opportunities for Relay Workers with particular skills and interests to practice their creative skills in a professional office environment in the UCCF office. There have been Relay partnerships with Christians in Sports and Christian Medical Fellowship
- Relay is self-supported – workers raise support for their living and ministry costs from churches and individuals

The proposal

- Launching a Relay+ Publishing role for the 2025/26 academic year, in partnership with IVP - a unique opportunity to experience work at a leading Christian publisher alongside student mission
- 2 days per week working with IVP as their mission field
- Preferably London-based, with Oxford-distance locations as alternative options
- To include regular days in the London IVP office, with flexibility around other Relay activities as needed
 - IVP typically has key editorial meetings on Wednesdays where we aim to be together in-person, though designated in-person team office days vary depending on what else is going on
- Prioritising the UCCF side of things – IVP as a servant of the wider mission
- Mentored/managed within IVP by someone who’s been involved in UCCF
- The Relay+ worker would have a UCCF supervisor. Overall responsibility for the Relay+ Publishing worker at IVP would lie with the IVP Publishing Director, but day-to-day supervision could be rotated around different staff to give experience of different areas
- IVP would cover reasonable expenses for travel and sustenance when coming into the office
 - Estimated to be between £1000 for the year for a London-based worker, up to £3000 for someone based elsewhere

What's in it for the Relay+ Worker

- Developing skills and experience in communicating the gospel to today's culture, in a publishing context but with broader applicability for media communications
- Work experience in publishing, a competitive field
- Can be tailored to the individual: administration, editorial, finance, fundraising, design, sales and marketing tasks could be relevant
- Chance to input into future books and projects
- Free books!
- Mentoring and focused training/experience on useful employable skills, within a Christian environment
- 'Exit interview' and CV advice/reference

What's in it for IVP

- Helps us publish books that connect with today's students and young people, by having someone on the frontline of student mission involved in our editorial and publishing discussions
- An investment in training a committed Christian in publishing skills and creative communication for future service, whether within Christian or secular work
- Strengthen our partnership and connection with UCCF
- Opportunity for IVP editorial staff to gain some supervisory experience and develop management skills in looking after the Relay+ Publishing worker for a time

What's in it for UCCF

- Input directly into our editorial processes and practices – help influence IVP's publishing to be resourcing student mission effectively
- The IVP office potentially can be used to host London team days/smaller events
- A diversification of the Relay scheme that bolsters charity status without distracting from mission
- An additional relay worker in with a distinct additional ministry
- An easy 'point person' for publication-related projects/tasks/comms
- Insight into IVP's decision-making process and systems from a field perspective

Draft role description

IVP is a leading evangelical Christian publisher. We publish books on Christian living, theology and contemporary issues, as well as Bible studies, commentaries, devotionals and evangelistic resources.

The Publishing Relay worker will support editorial and marketing activities for IVP. This is an ideal role for someone to gain experience of making books, helping authors, optimising metadata, and working with other departments across the publishing process.

- **You are passionate about communicating the gospel** effectively into today's culture for the whole of life, as well as interested in the publishing industry
- **You are a good writer** - able to write for different audiences and contexts, such as cover blurbs, website metadata, blog posts and social media
- **You can contribute in a team** - we will encourage and expect you to speak up and contribute to team discussions, such as reviewing submissions or honing marketing materials
- **You can work independently** - while you'll be in regular contact with the rest of the IVP team and wider SPCK group colleagues, you will need to be able to get on with tasks by yourself
- **You are organised and pay attention to detail** - you can take a structured and deliberate approach to your work, prioritising your time and attention carefully
- **You can learn new skills and software** - our main tools are Office (Outlook, Teams, Word, Excel etc) and Biblio (publishing management software). Prior experience isn't necessary but you should be able to pick things up quickly and identify the right tool for a given job
- **Social media experience is a bonus** - you will have opportunity to be involved in IVP's website, blog and social media. It would be great if you have familiarity with building an audience on social platforms such Instagram, YouTube, Facebook, Twitter or elsewhere, either for your Christian Union or other university, church or personal projects