

PAUL S. MARTIN

43 Aldbury Grove, Welwyn Garden City, Herts AL7 2LD

FREELANCE CONTENT & LEARNING SPECIALIST

History specialist editor, with 15 years' experience of education publishing across a range of subjects for Key Stages 1-5, I can offer:

- **content development** and author/editorial/project management
 - copy-editing, proof-reading, fact-checking
 - market and competitor research, product trialling
- picture research, photography, text and media permissions experience.

PROFESSIONAL EXPERIENCE

Jan 2017–Present	Freelance Editorial	Paul Martin Editorial
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SfEP-accredited Advanced Professional Editor and history specialist.

I have taken on project management, content development, copy-editing, proof-reading and fact-checking work for Pearson, HarperCollins, Simon & Schuster, Kube Publishing, Phoenix, Hart McLeod, Out of House, Elektra Media, QBS Learning, Surrigo and Just Content on a range of print and digital products.

- Writing for Pearson's 'Revise' History GCSE series on the Cold War.
- Development editing for Pearson's 'Revise' History GCSE and 'Exploring History' KS3 series.
- Copy-editing for Pearson's iGCSE History, GCSE History and KS3 History series.
- Copy-editing for Kube Publishing's 'I Wonder' and 'Islamic Tales' series.
- Proof-reading for Pearson's 'Target' History series, and BTEC and GCSE suites.
- Proof-reading for Simon & Schuster and Borough Press (HarperCollins).
- Project management and editorial management for Surrigo.

I also work as a consultant and reviewer for Edexcel, helping develop and document their Tour Endorsement procedure and reviewing school history tours. As part of this, I have delivered training to tour guides on what endorsement means for them.

Aug 2010–Dec 2016	Senior Project Editor / Senior Content & Learning Specialist
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March 2008–Aug 2010	Senior Editor / Project Editor	Pearson Education
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Working in the Edexcel HQ in London, I led a team of up to six internal editors plus external freelancers, developing History resources for UK schools, responsible for ensuring quality and accuracy, as well as keeping to budget and schedule. I also worked previously in the Science and English teams, as well as the Humanities one.

- Responsible for **project planning**: schedules, budgets and allocation of resources.
- **Market research**, trialling products, developing relations with stakeholders.
- Assisting **commissioning**, assessing quality of draft delivery, and efficacy reviews.
- Led History editorial team to deliver projects to **quality, time and budget**: including Pearson's successful GCSE (9-1) History and AS/A-Level History for Edexcel.
- Responsible for projects from **manuscript development** (key focus) to delivery.
- **Manage** and **brief** contributors / freelancers, develop and support junior editors.
- Assess and develop team **working practices** using Agile methodologies and retros.
- Develop digital skills for *ActiveLearn*, *ActiveTeach*, *QUAD* and *ResultsPlus Revision*.

I also held a number of additional support roles for our department:

- **Mentor:** I mentored junior and senior colleagues in editorial skills and processes, and line-managed a colleague in another department for 9 months. I was a go-to for the department for many aspects of our work, including permissions clearance.
- **Department liaison to Publisher Relations:** I managed a team of Super Users to support our department through the endorsement review process. I have also acted as a reviewer to support the PR team, and advised on training and new processes.
- **Template Super User:** I took the lead in developing writing templates with our Design Team and rolling out training and support to stakeholders and colleagues. I also constructed templates myself for use on History and Science projects.
- **Social Impact Champion:** I organised and promoted SI opportunities to colleagues, organised fundraising for partner charities and volunteering schemes. I engaged with several opportunities, such as Book Time, and was an active Kiva ambassador. I remain active supporting charity True North with communications and fund-raising.
- **Editorial support – GLP:** I provided editorial support and guidance for the Global Learning Programme, working with non-profits, DFID and internal colleagues to produce free resource support for partner schools - including 'Shape the Future'.

Key successes:

- Delivered training to subject teams on briefing authors, using our Word templates.
- Created documentation, delivered training, on endorsement and reprint processes.
- Co-created and ran 2015-2016 Oasis Academy enrichment programme in Lambeth.
- Trained the GLP Team in editorial processes, permissions and digital development.
- Led on the Investors in People programme (Reward & Recognition), recommending new ways of recognising and rewarding employees to the senior management team.
- Fire Warden, Unite Rep and Staff Council representative, 2012-2015.
- Raised over £2,000 in office charity raffle for True North, January 2015.
- Developed support resources for the GLP Shape the Future 2014 competition.
- Secured a place on the March 2014 Pearson Global Assist Fellowship to Cape Town.

January 2002–March 2008	Editor	Badger Learning
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Badger Learning are a small UK educational publisher, based in Stevenage.

In my time at Badger, I oversaw the growth of the publishing list from practically nothing to around 450 titles, establishing Badger's excellent name in educational publishing. I was the sole editor, responsible for developing each project from manuscript to delivery, alongside the publisher (across a wide range of subjects). This included clearing permissions, photo research, briefing artists and designers, and also working on marketing materials and attending conferences and BETT. I worked very closely with the publisher, and often with our less experienced authors, and – as a new role – had to create processes and ways of working as I developed into the role.

Series included the very popular Full Flight for Reluctant Readers as well as text book series for Primary RE and Geography, KS3 English, the popular Science Level-Assessed Tasks, and Class Act and Under the Skin Plays.

EDUCATION

1997–2001	University of Warwick	Coventry, England
<i>M.A.</i>	in Religious & Social History (Taught)	
<i>B.A. Hons</i>	in History (Renaissance & Modern): 2:1	
1990–1997	Sir Frederic Osborn School	WGC, England
<i>A-LEVELS</i>	English Literature, History, Theatre Studies: A	General Studies: B
<i>GCSEs</i>	9 Grades A-C, 1 Grade D	