

Information pack - Welsh Housing Quarterly editor



About Welsh Housing Quarterly

WHQ is the only independent housing and regeneration digital magazine for and about Wales. It is, as the name implies, a quarterly publication. The last issue, published in October 2025, was issue 139, so it is now in its 35th year.

In addition to the published magazine, WHQ has a website, which has been operating since 2005.

WHQ is produced by the Chartered Institute of Housing Cymru. CIH Cymru also undertake and manage administration, including financial administration and project management, for WHQ.

WHQ is financially supported by sponsors, advertisers, subscribers and Welsh Government grant. Production and development of the magazine is guided by an independent Advisory Board.

With incisive analysis, clear reporting and informed editorial, WHQ is the place to keep up to date with what is going on in housing and regeneration in Wales. It is essential reading for policy makers and practitioners alike.

Further details are available at <http://www.whq.org.uk/>

Post of Editor

WHQ has had only three editors throughout its history, Angela Evans, Tamsin Stirling, and currently Jules Birch. Jules will be stepping down in April 2026 year after issue 141 is published, and the Welsh Housing Quarterly Advisory Board is now seeking a new editor. Ideally the person appointed will be able to shadow Jules in the production of issues 141 before taking up the position. The person appointed will be responsible for all aspects of the preparation and production of the magazine, as set out in the attached role description, including the management of the website.

This is an exciting time to take over the editorial role as Wales, WHQ has moved to a fully digital approach with an online magazine. But there will be opportunities for the new editor to further develop the website offering to augment the online magazine, and WHQ is currently seeking additional funding to take that forward.

Location

Being Welsh based is desirable. This is not essential as long as the editor is able to keep fully abreast of Welsh housing and regeneration policy and practice, including attending relevant Welsh events and liaising with policy makers, academics and practitioners in Wales.

WHQ is a bilingual publication, in both Welsh and English, and therefore Welsh language skills would be desirable.

Contractual arrangements

The WHQ editor is not employed by WHQ and the person appointed will be responsible for their own tax and financial affairs. There will be a contract for services to CIH Cymru. We hope and intend that the editor appointed is with us for the long-term, as has happened to date. Due to the way that WHQ is funded the contract offered will be annually renewed, subject to performance and finances.

The annual payment (inclusive of all expenses and VAT) is £16k for the production of the four issues of the magazine and management of the website, to be paid in four instalments following receipt of an invoice once each issue is published. The editor will also be reimbursed for reasonable expenses.



Skills, attributes and experience

We are looking for an editor who can offer the following skills, attributes and experience:

- Intellectually curious and agile
- Strong personal drive and energetic
- Committed to high personal standards of delivery
- A good organiser and timekeeper, able to meet deadlines
- Able to co-ordinate and plan own workload while managing conflicting demands
- Able to work with a minimum of supervision
- Excellent written and verbal communication skills
- Computer literate, with knowledge of WordPress useful, but not essential
- Knowledgeable about housing policy and practice and aware of the policy differences between Wales other UK countries
- Experience in using social media to promote content

Previous editorial experience is highly desirable, but not essential. The essential requirement is the ability to write well, edit contributions from other authors and have an understanding of what produces a successful journal, delivering a high-quality magazine within agreed production timescales.

WHQ editor -role description

General and on-going

- Keep abreast of developments in Welsh policy and practice and housing news
- Ensure back-up of WHQ material and make this available to the Advisory Board/CIH administration should this be requested.
- Take opportunities to identify/solicit potential article authors

Each autumn

- Agree production schedule for each calendar year with WHQ designer and translator – this is basically amending and updating previous year's schedule, ensuring through CIH Cymru that the spring issue is published in time to be inserted into the delegate packs for the Tai conference.
- Provide the production schedule to all listed under relationships (see below)
- Update deadline and publication date info on website.

Advisory board

- Attend advisory board meetings – usually four a year arranged by CIH Cymru
- Input to the agenda and papers for the Advisory Board (e.g. use of website, contribution to grant bids/ business plans, etc)
- Discuss with the Advisory Board ideas and suggestions for themes for future issues and potential articles/ authors and agree. Follow up input.

Producing the magazine - for each issue

Decide which offers of articles received to take up

Commission articles as informed by advisory board discussions

Liaise with authors, re content, focus, article length, image requirements and deadline

Remind regular contributors, sponsors and article authors of deadline (several times!) and chase copy

Inform regular contributors of the agreed theme, as relevant

Inform sponsors of agreed theme as relevant (Regular contributors and sponsors can chose whether to link their articles and input to the theme)

Edit content as required – where major changes are made, send revised version back to the author for their acceptance to changes



Draft content as required - usually editorial (unless having guest editorial), and policy update (requires sifting through all emails received and identifying which to include in some way), contents page, may also include research update and articles, dependent on what is submitted

Produce page layout with instructions to designer

Identify appropriate images for articles - will be a combination of those submitted by article authors and with press releases and selection from stock photo library.

Compile issue for designer- articles, regular features and images folders sent to him via WeTransfer along with instructions for the issue

Agree detailed timescales for proofs with designer within overall timescales identified for the issue

Chase up any late copy, edit and send on to the designer

Receive electronic proofs from the designer and comment.

Approve library pictures selected by the designer, as these incur a cost.

Final proof of contents page (p3) produced by the designer for circulation (see below)

Make proof amends to word documents then send to Welsh translator

Liaise with Welsh translator and designer on proofing of Welsh edition

Upload PDFs of English and Welsh editions to website and create Flipbooks for each

Upload individual articles from English edition to website, deciding which are for subscribers only and which are free to access and which to be highlighted on home page

Upload selection of articles from Welsh edition to website

Email CIH Cymru with copy for newsletter that new issue available

Website*

As above, upload each issue of the magazine to the website as PDF and online editions and as individual articles.

Cover important news in latest news articles section of the website.

Although there is opportunity for the new editor to develop the website further.

Other

Take opportunities to promote the magazine -attending events as appropriate

Liaise with CIH Cymru and other organisations re WHQ debates at events - this may require the development of speaker briefs and attendance at events

Contribute to/sell/renew adverts and sponsorship with contacts, if feasible

Relationships

Martin Williams - designer (freelance) - based in Caerphilly

Sian Edwards - translator (freelance) - based in Cardiff

WHQ advisory board members - **Tom Broadhead**, current Chair

Matt Dicks, Director CIH Cymru - grant bids, overall finances, advisory board dates etc - based in Cardiff

Niki Walton, CIH, administrative support

Web Contractor - Adecs/CIH Cymru

For an informal discussion on the role contact **Jules Birch, Editor WHQ** on **07774936463** or **Matt Dicks, National Director Wales** on **07827 805131**.

To apply, please send a CV and covering letter outlining why you are interested in the role to matthew.dicks@cih.org by the **9 January 2026**.