

**British Hang Gliding and Paragliding Association
8 Merus Court
Meridian Business Park
Leicester
LE19 1RJ**



Invitation to Tender for the post of Editor of Skywings Magazine

1. Introduction

The British Hang Gliding and Paragliding Association is the governing body for hang gliding and paragliding in the UK, supporting around 7,000 members across a wide range of free-flight disciplines.

From its Leicester headquarters, the BHPA oversees pilot and instructor training standards, provides technical and airworthiness support, runs coaching activity, supports clubs and competitions, and provides the framework within which UK hang gliding and paragliding operate.

Skywings is the BHPA's monthly members' magazine. It is currently produced as a high-quality printed publication and is also available online. Its purpose is to inform, educate and entertain members, while also providing important safety advice, technical updates, competition coverage and wider news from across the sport.

The current Editor is retiring, and the BHPA is therefore seeking a new Editor to take on the role on a freelance contractual basis. Given the specialist nature of the sport and its community, the BHPA would welcome interest from within the Association; however, external applicants with relevant editorial experience and an ability to understand and serve a specialist membership audience will also be considered. Previous issues of Skywings dating back to 2016 can be viewed at www.skywingsmag.co.uk.

2. Purpose of this Tender

This invitation to tender seeks proposals from suitably experienced individuals or providers to deliver the editorial function for Skywings. The successful tenderer will be responsible for producing a coherent, engaging and accurate monthly magazine that reflects the breadth of BHPA activity and serves the interests of the membership.

The BHPA is also interested in proposals that consider how Skywings might develop in future, including its print, online and digital presence, while recognising the current value of the magazine to members.

3. Scope of the Role

The Editor will bring together material from members, clubs, BHPA officers, committees, competition panels, technical staff, manufacturers, dealers and other sources to produce each monthly issue. Skywings currently runs to approximately 36 pages and typically includes news, topical features, new products, competition results and reports, pilot accounts, travel features, safety material and technical updates. The Editor will report to the Skywings Director and, through them, to the BHPA Executive Council. The role ultimately exists to serve the BHPA membership.

4. Key Responsibilities

The successful tenderer will be expected to:

- Plan and edit each monthly issue of Skywings to agreed deadlines.
- Commission, encourage and manage contributions from members, clubs, panels and other contributors.
- Sub-edit submitted material to ensure that it is clear, concise, accurate and readable.
- Fact-check material where required and ensure content is balanced, fair and suitable for publication.
- Work closely with the magazine's other contractors, such as the printer, designer and advertising agent to deliver the finished publication.
- Select, review and prepare images for publication, including checking copyright, suitability and print quality.
- Ensure Skywings reflects the breadth of BHPA flying disciplines and the diversity of member interests.
- Maintain awareness of technical, safety, competition and wider developments in the sport.
- Proofread and correct the full magazine before publication.
- Set and manage contributor deadlines, recognising that most contributors are volunteers.
- Liaise constructively with the BHPA office, Executive Council, Skywings Director, website team, clubs, panels, technical staff, manufacturers and dealers as required.
- Undertake reasonable related editorial duties agreed with the Skywings Director.

5. Essential Requirements

Applicants should be able to demonstrate:

- Excellent written English, including strong copy-editing, sub-editing and proofreading skills.
- Proven experience of producing, editing or managing written publications or comparable editorial content.
- Strong organisational skills and the ability to deliver reliably to fixed monthly deadlines.
- Sound editorial judgment, including the ability to balance competing views and represent the breadth of the BHPA community fairly.
- An understanding of, or willingness to rapidly develop an understanding of hang gliding, paragliding and the wider free-flight environment.
- A constructive and respectful approach to working with volunteers, contributors, staff, contractors and elected representatives.

6. Desirable Experience

The following would be advantageous:

- Direct experience of hang gliding, paragliding, their motorised variants or other related air sports.

- Experience of editing a membership magazine, specialist publication or community-led publication.
- Experience of working with volunteer contributors and technical or safety-related material.
- Experience of developing print and digital content strategies.

7. Tender Submission Requirements

Tender submissions should include:

- A short covering statement setting out the applicant's interest in the role.
- A CV, profile or summary of relevant editorial experience.
- A portfolio or examples of previous published, edited or comparable work.
- A proposed approach to producing Skywings each month, including editorial planning, contributor management and work with the Designer.
- A proposed transition plan and timeline for taking over the role.
- A proposed fee or cost model, including whether VAT, expenses or additional costs are included.
- A short statement on the applicant's vision for the future development of Skywings, including print, online and digital opportunities.
- Details of availability, any relevant conflicts of interest, and two referees or references if available.

8. Submission Deadline and Contact

Tenders should be submitted by 31 December 2026 to the British Hang Gliding and Paragliding Association, 8 Merus Court, Meridian Business Park, Leicester, LE19 1RJ, or by email to office@bhpa.co.uk.

For further information or clarification, please contact: Steve Young, BHPA Skywings Director, steve-young@bhpa.co.uk, tel: 07977 589118.

9. Evaluation Criteria

Submissions will be assessed against the following criteria:

- Editorial, writing, sub-editing and proofreading experience.
- Understanding of the BHPA, the free-flight community, safety culture and member interests.
- Quality and practicality of the proposed monthly production approach and transition plan.
- Approach to contributor engagement and working with volunteers, staff, contractors and elected representatives.
- Vision for the future development of Skywings across print, online and digital formats.
- Overall cost, transparency and value for money.