Assistant Editor

**Organisation**  
British Ecological Society

**Salary**  
£29,000-£32,000 + excellent benefits

**Location**  
London

**Hours**  
Part time (17.5 hours weekly)

**Contract**  
3 Years Fixed Term Contract

**Closing date**  
10th April 2018

**Interview date**  
24th April 2018

**Website**  
[www.britishecologicalsociety.org](http://www.britishecologicalsociety.org)

The BES is a thriving learned society established in 1913 whose vision is a world inspired, informed and influenced by ecology. It publishes six successful journals, an ecological book series and a quarterly newsletter, the Bulletin, which is distributed to its 5,000 members worldwide.

We are seeking an enthusiastic candidate with outstanding communication skills and an interest in further developing their career in academic publishing to join its journals’ publications team.

This is an excellent opportunity for someone with relevant experience in journals publishing, who is looking for an interesting and varied role in academic publishing. Reporting to the Managing Editor, the Assistant Editor will take overall responsibility for the day-to-day running of a newly launched journal but will also work closely with the rest of the publications team.

Core duties will include:

- Managing a timely and fair peer review process for a newly launched international journal
- Dealing with enquiries from authors, reviewers and editors
- Maintaining accurate records of manuscript progress from submission to final acceptance or rejection
- Contributing ideas for journal development and improvements to processes to Managing Editor and Editors
- Providing regular reports to Editors and Managing Editor from ScholarOne on all aspects of manuscript processing
- Liaising with publisher’s production department to ensure publication runs smoothly
- Assisting in ongoing journal marketing and promotion via online campaigns, printed publicity and social media channels
- Updating journal web pages to highlight new journal content
- Developing and managing the journal blog
- Attend the BES annual conference and any other external journal relevant meetings as required.

The successful candidate will be educated to degree level or equivalent with the ability to communicate with a wide range of stakeholders. They will have demonstrable experience of working in academic publishing. A proven interest in scientific publishing is essential and a postgraduate qualification in a relevant subject would be an advantage but is not essential. They also need to have a good eye for detail and experience using ScholarOne or a similar journals database is desirable.
This role offers an opportunity to be part of an experienced journals team and is located at the BES offices in Central London.

A full job description and person specification is available on the vacancy pages of the BES website.

For an informal discussion about this role, please contact Emilie Aimé, Managing Editor.

Applications:

Please submit your CV, and covering letter via email to HR Team.