



Assistant Editor

About us

The British Ecological Society (BES) was the first ecology society to be established anywhere in the world.

We are now one of the biggest scientific societies for ecologists, with a membership of over 7,000 across 125 countries. We foster the study of ecology and support the ecology community at all stages of their careers through our journals, meetings, grants, and education and policy work. Our vision is for nature and people to thrive in a world inspired by ecology.

About you

We are seeking an enthusiastic and self-motivated individual with demonstrable experience in an academic publishing role. You will have excellent organisational and time management abilities, great attention to detail and interpersonal skills, and be competent in Microsoft IT packages including Microsoft Office.

You will assist the BES in publishing one of the Society's world-renowned journals. This is an excellent opportunity for someone who is looking for an interesting and varied editorial role to be part of an experienced publications team.

The successful candidate will become part of a wider staff team seeking to excite and inspire our various audiences in ecology at a time when our science has never been more relevant.



About the role

Reporting to the Managing Editor, the Assistant Editor will take overall responsibility for the day-to-day running of a journal, working closely with the rest of the publications team.

Core duties will include:

- Managing a timely and fair peer review process for a successful 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 the 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 in collaboration with the Blog Associate Editor
- Attending the BES annual conference and any other external relevant meetings as required

A full job description, including person specification and competencies is available [here](#).

Applicants must have the right to live and work in the UK. Successful applicants will need to provide evidence that they have the right to live and work in the UK. The BES is unable to provide visa sponsorship and unable to hire anyone living outside the UK.



Equality and Diversity

We recognise the value in having a diverse workforce, as well as the importance of creating equal opportunities for all. We welcome and encourage applications from people of all backgrounds. We select candidates based on how well they meet the criteria for the role and are committed to ensuring that applicants are treated fairly throughout the recruitment process.

More information regarding Diversity at the BES can be found [here](#) and our Equality and Diversity work can be found [here](#).



BES Staff Benefits

- 25 days annual leave (+1 each year up to a total of 30 days), plus bank holidays and additional festive leave between Christmas and New Year
- Wellbeing programme with regular activities
- Employee Assistant Programme
- Salary sacrifice pension (Employer contribution of 8% and additional individual contribution available)
- Generous training budget (after probation)
- Cycle to work scheme (after probation)
- Season ticket loan

Hybrid Working

BES staff are based at least 3 days per week at our office near Old Street in London. We endeavour to make our new custom-designed office a relaxed environment, with a casual dress-code, ping-pong table, Nespresso machine, and regular social activities.

In July 2023 we launched an exciting trial of the '4-day Work Week', available to all interested full-time staff. Further details can be discussed at the interview stage for successfully shortlisted candidates.

Further information

Contract: Full-time, permanent

Salary: £33,000 per annum

Working pattern: Full-time 35hrs Mon-Fri | We are currently running a trial of the 4-day work week; staff can opt to work 32hrs over 4 days each week at no loss of salary

Location: Hybrid | We ask that staff spend at least 60% of their time at our London office

Closing date: This position will be closed when we have received several strong candidates

Interviews: Interviews will be held as applications are received. Interviews will be conducted over Microsoft Teams, with at least 3 working-days notice, and involve a short written activity followed by a panel interview

How to apply

To apply for this vacancy, please click the green button 'Apply for this job' via our recruitment portal to submit:

- Your CV - no more than 2x A4 sides detailing your education, training and work history, as well as any relevant key skills
- A covering letter - no more than 1x A4 side explaining why you wish to undertake this role at the BES
- Your Equality and Diversity information - this voluntary information helps us to assess the diversity of our recruitment and further improve recruitment processes in future. It has no bearing on the success of your application and is not considering as part of the shortlisting process.

