



Job title: Editorial lead

Department: Member Services and Communications

Reports to: Director Member Services and Communications

Reports: Has day to day oversight of Executive Assistant's activities related to journal

Key relationships:

PR and Acuity Manager
Executive Assistant (who provides support for Acuity meetings and processes)
Managing editor at publishing agency
Editorial Board members
Policy, research and education colleagues and the Clinical Advisers

Purpose of the role:

To project and content manage the College's professional development member journal print and digital editions

Main responsibilities:

1. Work with Editorial Board members and staff to identify suitable content and contributors for Acuity
2. To lead and coordinate the content (copy and design), internal schedule and management of the College's print and online member journal
3. Ensure quality control of all articles, obtain agreement on suitable contributors, outlines, and overall article drafts
4. Proof read all journal content
5. Attend and chair quarterly editorial board meetings and devise resulting content outlines
6. Maintain positive relations with all stakeholders, the production agency, editorial board, internal staff and contributors
7. Develop member-focused content as appropriate
8. Keep up-to-date with College and sector news and developments to identify trends/changes for journal content
9. Manage Executive Assistant in coordinating all content reviews and editorial board member needs
10. Generate content in a variety of formats for the journal's digital output
11. Manage the direction and development of the publication, ensuring member feedback is integrated into future editions Manage the approval of in-journal advertising, in both print and digital formats
12. Agree suitable design approaches and treatments



PERSON SPECIFICATION

Experience

Essential: Proven experience of working in a similar editorial role
Proven project and staff management experience
Proven experience in managing senior level conflicting views on content or approach
Experience of managing a journal title
Experience of managing external publishers
Experience of managing and chairing volunteer Editorial Boards

Desirable: Experience in writing or content management in an optometric or medical or scientific field

Education / Qualifications

Essential: A degree or equivalent in a communications or scientific field

Skills, Knowledge and personal Attributes

Essential: The insight and sensitivity to navigate complex stakeholder relations
Editing and proof reading skills
Ability to develop new creative formats and approaches
Strong influencing skills, with the ability to lead and motivate colleagues
Ability to work to deadlines whilst still maintaining accuracy and attention to detail
Ability to prioritise multiple and competing priorities
Strong written and verbal communications skills
Excellent organisational skills and the ability to manage high volume and competing projects concurrently
Strong negotiating and interpersonal skills
Ability to learn new tasks and skills quickly and with ease
Good flair for content mix
Good understanding of multimedia content creation



Additional Information

Typical working hours at the College are 9am to 5pm (7 hours, excluding lunch) working five days a week. We operate a flexible working window from 8am to 6pm where you can vary your start and end time (working a 7 hour day). This role is flexible and can be worked over a variety of working patterns. We are open to hybrid working (a mixture of home and office working), although the role will need to be at least 60% based in our London office once it reopens in 2022.

At the moment, our London office (42 Craven Street, London, WC2N 5NG) is mostly closed and we are working remotely from home. You will therefore need access to a broadband connection.

The post holder may on occasion be required to work late to attend reference group meetings and applicants should therefore have some flexibility with regard to working hours. The post may also include some UK travel and occasional nights away from home.

Equal Opportunities and Inclusion

The College is committed to providing equal opportunities in employment and to avoiding unlawful discrimination. We value the differences that a diverse workforce brings to the organisation.

Our Values

				
We act with integrity and transparency	We listen and we learn	We demonstrate respect and professionalism	We achieve high quality	We champion diversity and inclusion

