



The
Geological
Society

Journal Development Editor

Salary: £30,000–£35,000, commensurate with experience

Reports to: Head of Editorial Development

Contract: Full-time, permanent

Location: Hybrid working from the Bath office

Role Summary

The Geological Society Publishing House has an opportunity within its publishing team for a Journal Development Editor to work within its programme of journals and related publications.

Overall purpose and objectives of the job

To collaborate with the Head of Editorial Development in driving development of defined journals within the Society portfolio in line with KPIs, devising and leading on editorial development initiatives, managing relationships with contributors, and overseeing peer review, towards delivery of high-quality content and a positive editorial experience. Journal Development Editors also develop a specialism or two which they lead on within the Publishing House e.g. research integrity, publication ethics, editor engagement, EDIA, Open Access, commissioning etc.

Key accountabilities

- To manage the development, commissioning and peer review of designated journal title(s) in order to increase visibility, submissions and reputation within the field.
- Create, maintain and implement a living development plan for designated journal(s), in collaboration with the Head of Editorial Development and journal Editor(s)-in-Chief.
- Be proactive in commissioning and building a pipeline of content for publication, towards achieving annual key performance indicator objectives for the number of papers accepted, as defined by Head of Editorial Development.
- Collaborate with journal Editorial Board(s) and manage membership to ensure sufficient subject expertise and representation of the journal(s)' diverse community.
- Manage editorial board meetings and activities to ensure engagement and delivery of the journal

development plan(s), advising and influencing editors where necessary.

- Build relationships within the subject community and develop a network of editors, authors and collaborators.
- Become competent in use of the Society’s online submission & peer review system and handling queries from editors, authors and reviewers.
- Take responsibility for all journal-related instructions and guidelines for editors, authors, and reviewers, and ensure editors have clear instructions on what is required of them.
- Plan for and attend relevant events/conferences to represent your journal(s) (and wider Society Publishing House and Society), commission new articles and collections, and meet external collaborators.
- Identify content for promotion and work with Marketing team to increase visibility of journals and related products and services.
- Ensure full compliance with Society standard operating procedures, practices and values in all aspects of working activity.
- Take a central role in ensuring your journal(s) are developed to further meet the needs of the community and remains an attractive publication venue.
- Track market developments, conduct market research, and be informed on key issues related to the science and publishing communities, including competitors.
- Develop a subject specialism e.g. research integrity, publication ethics, editor engagement, EDIA, Open Access, commissioning etc.

Qualifications and experience

We recognise that the right person for this role may not meet all of the criteria but may also bring different strengths and experience. If you demonstrate most skills and are eager to work for the Society, please do go ahead and apply.

The Society is pleased to advertise the role as full time employment role. We would be also willing to consider a flexible level of commitment (part-time, 0.8 full time employment) to meet a range of personal circumstances, at the candidate’s request.

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Direct experience of working within the publishing environment • Direct experience of editorial development processes, including commissioning and building a pipeline of content for publication • Proven experience of managing multiple deadlines, and delivering work and projects to schedule and budget • Undergraduate level qualification, with proven ability to engage with scientific subjects • Excellent and demonstrable influencing, negotiating and relationship-building skills 	<ul style="list-style-type: none"> • Experience of working for a learned or professional society (or other charitable organisation with trustees, committees and volunteers) • Relevant post-graduate qualification • Experience collaborating across teams and an ability to contribute to a culture of continuous improvement • Demonstrable experience of signing key subject experts and strong author and editor management skills • Experience with, and / or knowledge of, Open

<ul style="list-style-type: none"> • Excellent understanding of the workings of the research environment and academic institutions • Excellent written and oral communication skills • High level of IT literacy • Direct experience using and configuring online peer review and submission systems e.g. Editorial Manager • A willingness to embrace innovation and new ways of working 	<p>Access publishing and a willingness to engage with stakeholders on the subject</p> <ul style="list-style-type: none"> • Commercial awareness and an ability to identify and capitalise on opportunities • Understanding of the production processes involved in scholarly publishing.
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Personal Qualities

- Excellent interpersonal skills, and a commitment to collaborative working across the Society
- Self-motivated, proactive, with the confidence to act independently and with a flexible approach
- A commitment to personal development and learning
- Ability to work under pressure and to deadlines, prioritising work accordingly
- Positivity and enthusiasm
- Commitment to diversity, equality and inclusion, reflecting the Society's obligations as an equal opportunities employer
- Willingness to attend selected events/conferences

RECRUITMENT TIMETABLE

Closing date for applications:	Sunday 16 th February 2025
Interviews:	late February 2025
Job starts:	We hope to fill the role as early as possible

To note: the Society will review (and potentially interview) applicants on a rolling basis.

These dates may be subject to change.

Who are we?

The Geological Society is a registered charity and employs just under 60 staff at its offices in London and Bath. Founded in 1807, we are the oldest geological society in the world. Today, we are a world-leading communicator of Earth science – through publishing, library and information services, cutting-edge scientific conferences, education activities and outreach to the general public. We also provide impartial scientific information and evidence to support policy-making and public debate about the challenges facing humanity.

The Society Publishing House is based in Bath, from where we provide a full publishing service to an international geoscience community across a portfolio of books, journals, and associated products.

As an employee conscious company, we invest in our staff by emphasising training, growth and progression in every role. We firmly believe in creating a positive workplace wellbeing culture and offer a range of benefits to our staff including:

- 25 days basic holiday entitlement (plus bank holidays) when you start, increasing up to 30 days with continued service (pro-rated for part-time staff)
- Option to purchase up to 2 days extra holiday days per year
- Contributory pension scheme
- Access to 24/7 online GP with mental health & wellbeing counselling
- Free premium Headspace account for you and 2 members of friends/family
- Cycle to Work scheme
- Season Ticket Loan scheme
- Life Assurance and Income Protection schemes
- Free access to Royal Academy exhibitions
- Free Geological Society Fellow membership for qualified staff

The Society is committed to fostering an inclusive culture that promotes equality, values diversity and maintains a harmonious inclusive environment in which the rights and dignity of all its members visitors and staff are respected. We are an equal opportunities employer, and the post-holder will be expected to adhere to and support the Society's commitment to diversity, equality and inclusion.

How to apply ...

To apply for this position, please forward a copy of your CV together with a cover letter to recruitment@geolsoc.org.uk. Please ensure that your cover letter fully addresses the appointment criteria in the person specification in no more than 750 words.

As part of our inclusive recruitment initiative, we have introduced the concept of anonymous recruiting in order to evaluate applicants solely on their skills and experience. With this in mind, we encourage you to:

- Anonymise your application by stating only your initials in your CV (including your file name) and cover letter.
- State your initials only in the subject line when sending your application.
- Ensure that you have included your contact number, as well as dates when you will not be available or might have difficulty with the indicative timetable.

First round interviews will take place remotely. Please let us know if you will require any special provisions to be made should you be called for an interview. We regret that unsuccessful applicants will not be contacted.

All applicants must have the right to work in the UK.