Journal Editor Consultancy

The purpose of the consultancy position is to:

a) Enable the Society to publish three issues of New Homeopath journal annually for its members and subscribers
b) Through the role of Editor, support and promote homeopathy in general while operating within Society policy and guidelines provided, including but not limited to, the Society position statements, Code of Ethics, Scope of Practice, Equality and Diversity and Data Protection.
c) Encourage and commission a variety of informative and illuminating articles of wide interest and ensure that they are presented in a professional format

Essential Criteria

- Strong editorial experience
- Ability to employ information technology, including word processing, email and other software in order to be self-servicing
- Excellent written and verbal communication skills
- Ability to assimilate and discern large amounts of information
- Ability to work flexible hours and to travel (which may involve an overnight stay), including some weekends
- Awareness of the Society position statements and social media policy
- To be a current or recent Society member
- Experience of working as part of a team

Responsibilities

1. **Submissions**
   1.1 To develop, maintain and work with the online volunteer editorial panel capable of providing timely and appropriate advice on the suitability of submissions
   1.2 Actively encourage, promote and commission submissions (the Society is unable to pay for contributions) for publication from a variety of sources reflecting a wide range of prescribing methods and philosophies
   1.3 Develop, maintain and work with colleagues to gather news and information
   1.4 Ensure all submissions are given due attention and authors issued with an initial response within one month
   1.5 Develop and maintain criteria for the submission of articles
   1.6 Identify and edit suitable material for publication, requesting additional information where necessary
   1.7 Provide constructive feedback to authors not successful in publication and encourage adapted/further submissions where appropriate
   1.8 Ensure publication timescales and deadlines are achieved
   1.9 Ensure high quality and professionalism of submissions for publication
2 **Productions and Layout**

2.1 Liaise with the Marketing and Communications Lead and design house on proofing, layout of articles and advertisements, ensuring publication follows communications department design brief

2.2 Ensure adherence to production times and agreed costs

2.3 Research photographs for inclusion with articles ensuring high quality in liaison with Marketing and Communications Lead

2.4 Write photo captions and other headings where necessary

3 **Content**

3.1 Ensure a sufficient number of articles and total submissions, commissioning articles where appropriate

3.2 Maintain and develop a wide variety of topics and ensure the relevance and professional content of all publications

3.3 Promote the opportunity for members to submit articles within the publication maintaining inclusivity

3.4 Produce editorial comment for each issue

3.5 Commission book reviews

3.6 Encourage advertising/subscribers to the publication where possible

3.7 Maintain and develop a wide variety of topics and regular features and actively encourage lively debate

4 **Publication Management**

4.1 To develop, maintain and work with the editorial panel which is representative of the membership of the Society of Homeopaths and the homeopathic profession in the UK and internationally

4.2 To develop, implement and maintain a review process, for all major contributions and cases

4.3 Ensure adherence to publication criteria and consent for the submission of cases

4.4 Encourage advertising where possible within the publication

5 **General**

5.1 Maintain, develop, direct and identify tasks/roles to delegate to editorial panel for proof reading and other tasks

5.2 Liaise with the Marketing and Communications Lead on issues of policy and political sensitivity ensuring adherence to the Society's position statements and guidelines

5.3 Attend conferences and seminars, as appropriate, to maintain accurate and up to date reporting

5.4 Attend / undertake such meetings or duties relevant to homeopathic journalism

5.5 Ensure personal and professional digital presence including social media and website adhere to the Society's Social media guidelines

5.6 Protect the Society’s Intellectual Property at all times

5.7 Any other duties as may be deemed suitable to the post, and within the context of the consultancy contract

August 2020