

**JOB DESCRIPTION**  
**Vacancy Ref: A3532**

<b>Job Title:</b>	Forum Editor	<b>Present Grade:</b> 7P
<b>Department/College:</b>	<i>New Phytologist Foundation</i> , Lancaster Environment Centre	
<b>Directly responsible to:</b>	Senior Commissioning Editor	
<b>Supervisory responsibility for:</b>	none	
<b>Other contacts</b>		
<b>Internal:</b>		
Central Office staff, ISS staff, faculty and departmental staff		
<b>External:</b>		
Editor-in-Chief, Trustees, Foundation Treasurer, Editors, Advisors, Plant Scientists (e.g. authors, reviewers, symposium delegates), Wiley-Blackwell Publishing staff (Journals Publishing Manager, Marketing Manager, Production Editor), Website Service provider, Conference and Events services, Print and Design specialists, Academic Publishing Societies, Academic and Office services		
<b>Overall objective:</b> The Forum section of <i>New Phytologist</i> is highly popular and reflects the journal’s commitment to encouraging dialogue through scientific commentary, correspondence and opinion. Important research is highlighted in each journal issue and cross-disciplinary interest stimulated by Commentary articles that are written to be accessible to a wide audience. This post holder will take ownership of the Forum; tasked specifically with developing and redefining the look and feel of the section in addition to writing, commissioning and editing content.		
This is a varied and intellectually stimulating position. The role holder will possess broad scientific knowledge and training, with excellent writing skills, and the ability to analyze and appreciate new areas of research. Experience and interest in science writing, together with broader communication skills and community engagement through online initiatives are essential. Applicants should have effective time management and interpersonal skills.		
<b>Major duties</b>		
1. <b>Commissioning, writing and editing Forum content</b> (Commentaries, Meeting reports, etc.). Commissioning specialists to write short articles focusing on important research within the journal or from scientific conferences. Editing to provide a consistently succinct and accessible style that will appeal to non-specialists and promote cross-disciplinary interest.		
2. <b>Development of the Forum section.</b> The post holder will devise and execute a plan to develop the <i>New Phytologist</i> Forum section that will mesh with the journal’s objective to create an engaging online presence and community. Current content may be redefined and new article types introduced, that for example report on the latest developments within the plant sciences (‘News & Views’ style) from both within the journal and elsewhere. This may involve the coordination of freelance science writers to provide news features. The new Forum should embrace modern communication modes introducing features that add value (e.g. scripting video content, graphical abstracts) and maximise cross-disciplinary interaction.		
3. <b>Writing regular digest/research highlights</b> from each issue to promote content and to provide simple copy that can be translated from the Forum onto various platforms (e.g. Twitter, WeChat, FaceBook, Blogs). These highlights will be written by and/or co-ordinated by the post holder.		
4. <b>Coordination and training of contributors to the Forum</b> , particularly early career-phase contributors and colleagues.		

5. **Identifying new research areas** for coverage in the Forum, liaising with Editorial Board members, Central Office staff and the wider scientific community.
6. **Liaising with Central Office colleagues** (senior NP editorial team, the Events and Promotion Manager, and the Development Co-ordinator) to ensure Forum material is promoted and distributed according to annual plans and to maximise reach.
7. **Contribute to the New Phytologist Foundation's wider dissemination channels**, e.g. writing on *New Phytologist* issues for our website, newsletters and blog.
8. **Providing best practice advice on science communication** to the Editorial board and Central Office team and more broadly, e.g. via workshops and webinars.
9. **To provide additional support (and holiday cover) in the peer review process.** The role-holder will liaise with the Peer Review Manager and Managing Editor and assist in matters relating to journal peer review.
10. **To undertake other duties as required by the Executive Editor** (e.g. preparation of papers/ analyses for annual editorial meetings, cover for other members of the office).