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**JOB DESCRIPTION**

**Assistant Forum Editor – *New Phytologist***

**Vacancy Ref: 0505-22**

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| **Job Title:** Assistant Forum Editor | **Present Grade:** 6 |
| **Department/College:** *New Phytologist*, Lancaster Environment Centre | |
| **Directly responsible to:** Senior Commissioning Editor | |
| **Supervisory responsibility for:** N/A | |
| **Other contacts**  **Internal:** Executive Editor, Managing Editors, Senior Commissioning Editor, Peer Review Manager, Development Co-ordinator, Office Manager, Editorial Assistants (P3/Peer review), Information Systems Services, Faculty/Departmental staff  **External:** Forum Editor, Editors, Advisors, Authors, Wiley-Blackwell Publishing (Journals Publishing Manager, Production Editor, List Marketing Manager), Academic and Office services | |
| **Purpose of the job:** The Forum section of *New Phytologist* aims to encourage dialogue through various forms of creative stakeholder engagement, including scientific commentary, correspondence and opinion. This is a varied and stimulating position. The role holder will support the Forum Editor by aiding in all aspects of the reimaging and delivery of the *New Phytologist* Forum as a community hub for those with a fascination for plants and their role in society and the natural world. This will include support for commissioning, publishing, promotion and developmental activities.  **Major Duties:**   1. Support the commissioning activities of the *New Phytologist* Forum    1. Provide administrative and technical support in the commissioning process, including author liaison prior to submission, peer review administration and post-publication promotion and dissemination.    2. Ensure authors selected by the Forum Editor to write Forum content (Commentaries, Meeting reports, etc.) submit their work on schedule and to agreed deadlines, following established Central Office protocols.    3. Work with the Forum Editor to edit content, with the overall aim of ensuring a consistently succinct and accessible style that will appeal to non-specialists and promote cross-disciplinary interest.    4. Liaison with external suppliers, e.g. scientific illustrators, video producers, freelance writers, to produce material to complement Forum content, as directed by the Forum Editor.    5. Support the Forum Editor in the development of new article types and the overall strategic development of the Forum.    6. Implementation of strategic projects (led by the Forum Editor) and execution of projects to enhance the Forum section of the journal.    7. Representing *New Phytologist* at scientific meetings. (task shared with others in the office) 2. Support the development and maintenance of a vibrant Forum website containing a variety of content and delivery mechanisms to build and engage a community of diverse stakeholders. This target community will be from diverse backgrounds, and as well as plant researchers, will include farmers, food producers and retailers, environmentalists, policy professionals, and those interested in healthy diets. 3. Supporting the Forum Editor in the identification of new research areas for coverage in the Forum.    1. This includes liaising with Editorial Board members, Central Office staff and the wider scientific community to scope new topics and areas of interest.    2. Undertake analysis and review of potential new topics, published articles and emerging areas and the preparation of reports and analyses as directed by the Forum Editor. 4. Contribute tothe New Phytologist Foundation’s wider dissemination channels, e.g. by supporting contributors to our website, newsletters and blog and by writing content directly themselves. 5. Act as first point of contact to give accurate information, advice and guidance to prospective contributors to the Forum or wider disseminations channels as appropriate, escalating queries to the Forum Editor or Central Office staff as appropriate. 6. Support the Forum Editor in developing training activities and in providing best practice advice on science communication. 7. Contribute to the wider publishing process, including peer review, development and promotion to enable cover for others during times of absence. 8. Deputizing for the Forum Editor in his or her absence. 9. To undertake other duties as required (e.g. preparation of papers/ analyses for annual editorial meetings, cover for other members of the office). | |