



The Seabird Group Executive Committee

Journal Editor

Position Description

This is a 4-year role on the Executive Committee. As a member of the Executive Committee of the Seabird Group (a registered charity), the Journal Editor is formally a Trustee of the Seabird Group. This means that they share legal responsibility for governing the Seabird Group and directing how it is managed. They are legally obliged to act in the Seabird Group's best interests, responsibly manage the Seabird Group's resources and act with reasonable care and skill. The roles of a Trustee are as follows:

1. Ensure the Seabird Group is carrying out its purpose for public benefit (set out in the constitution)
2. Comply with the Seabird Group's governing document (the constitution) and with UK Charity Commission law
3. Act in the Seabird Group's best interest (avoid conflicts of interest)
4. Manage Seabird Group resources responsibly
5. Act with reasonable care and skill
6. Ensure the Seabird Group is accountable (comply with statutory accounting and reporting)

Acting with reasonable care and skill means making use of your skills/experience and seeking advice where appropriate and ensuring you give enough time and energy to your role. This includes endeavouring to attending all meetings and the AGM.

More on what it means to be a trustee of a charity: <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know><https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

In addition to your duties as a Trustee, the Seabird Group Journal Editor has several specific duties associated with the role:

Producing the Seabird Group's journal, *Seabird*, which comes out as a hard copy once per year, with manuscripts put 'online early' throughout the year as they are ready.

This includes:

- Oversight of journal progress tracker table and addition of new tasks as required.
- Managing new submissions, assessing them for fit within the journal, and sending them to an Editorial Board member to handle, as appropriate, while ensuring a timely review process.
- Soliciting papers, short notes, letters and reviews for the journal, calling on existing networks in the Executive Committee and staying alert to emerging issues and stories online and in the literature.
- Sourcing book reviews and reviewers.
- Making decisions on the inclusion of letters, corrigenda, and obituaries.
- Support the Assistant Editor in post-acceptance queries from authors.
- Editing (including copy-editing, formatting, making decisions on images and layout) each issue of the journal.



- Working with the Assistant Journal Editor to prioritise and divide tasks to ensure the timely production of the journal and an interesting and relevant balance of content, from a diverse authorship, in each issue.
- Weekly management of journal inbox, including filing of emails into folders as appropriate and updating the progress tracker.
- Liaising with the Assistant Journal Editor and members of the journal's Editorial Board in finding reviewers for submitted manuscripts and making decisions about revisions and acceptance of manuscripts.
- Ensures a well-functioning and diverse editorial board, appointing new members as necessary in consultation with the Assistant Editor.
- Working with the journal's Copy Editors to ensure journal content is proofed to a high standard and conforms to the journal's house style.
- Working with the Assistant Journal Editor to steward and update the journal's house style as required.
- Liaising with the Assistant Journal Editor and the Seabird Group's Website Manager to put articles 'online early' as soon as they are ready.
- Support the Assistant Editor in liaising with the journal designer, printer and mailing house to ensure the hard copy of each issue is out before the end of the calendar year concerned.
- Working with the Seabird Group's Social Media Manager to secure images for the hard copy of each journal as required.
- Working with the Seabird Group's Membership Secretary to ensure the hard copy of each journal goes to the correct membership addresses each year, and that members who have opted out of the hard copy receive early notification of the fully formatted online version.
- Working with the Social Media Manager to help promote new journal content, and to encourage submissions to the journal.
- Working with the Assistant Editor to update the guidelines for submission to the journal as required.
- Working with the Seabird Group's Equality, Diversity and Inclusion Officer to ensure that the journal is accessible to the entire seabird community.
- Managing journal sponsorship and working with the Seabird Group's Treasurer to secure this income, and also in invoicing for journal production and submitting any other expenses.
- Has overall view of the journal and developments. Instigates new projects in discussion with the Assistant Editor and Chair as needed. This could include new digital aspects (e.g., Altmetrics) or emerging tools in scholarly publishing.

You can find previous issues of *Seabird* on our website www.seabirdgroup.org.uk/publications

Attending Seabird Group Executive Committee meetings

The committee meets around once a month for ~1h, online.

Taking part in working groups

The Executive Committee sometimes forms working groups to focus on a particular issue (e.g. Equality and Diversity, Conference Planning, Journal). The Journal Editor is encouraged to join or lead (in the case of a Journal Working Group) these as appropriate.

Participating in agreeing the allocation of Seabird Group Grants (twice/year)

There are two research grant rounds, closing dates on 28/29th February and 31st October. All voting members of the executive committee review and rank the applications, ideally within 3 weeks.

Training



The outgoing Journal Editor will provide a training session to go over all the necessary processes.

Skills required for the role:

Candidates should have experience of publishing and reviewing peer-reviewed papers, and a good understanding of the peer-review process. They also need a keen eye for detail and an excellent command of written English. Previous editorial experience is required, although not necessarily on a peer-reviewed journal. Early career applicants are welcome.

How to apply?

Any questions about the role can be sent to outgoing Journal Editor at journal@seabirdgroup.org.uk.

Any potentially interested candidate should email the secretary no later than 31st October 2024 (secretary@seabirdgroup.org.uk).