



BULLETIN EDITOR WANTED

We are looking for a new Editor for our membership magazine, the *Bulletin*.

The *Bulletin* was created 45 years ago to provide a channel for communication between the Society and its members, and – despite the advent of the internet and the panoply of social media – it still serves that function and is greatly valued by our membership. The challenge facing the new Editor will be to continue to exploit the strengths of the printed word while integrating the *Bulletin* into the broad range of communication methods available.

The *Bulletin* is published quarterly and is distributed to all our members. It contains engaging articles and information about the Society's key activities as well as news, features, book reviews and opinion pieces that reflect what's happening in our community.

The Editor is responsible for determining editorial direction, collaborating on its development, soliciting articles, assembling copy, editing to house style and overseeing design and printing. A crucial part of the Editor's role is to set the tone for the magazine; the current Editor has fostered an informal and relaxed style, where contributors have been encouraged to express their own opinions and disagree with one another (or the Society), provided it is done in a friendly and constructive way.

The Editor is responsible for producing an annual budget, controlling expenditure and ensuring the *Bulletin* is distributed to members on time. They will report to the Communications Manager and Membership Committee who guide the strategic direction of the *Bulletin*, and work with the Associate Editor and Book Reviews Editor in producing each issue.

The time commitment is approximately 5 days per issue plus attendance at selected committee meetings and attendance at our Annual Meeting, held over 3 days in December. The salary is £6,000 per annum, plus out of pocket expenses. The position is based at the post holder's institution or home.

The successful candidate will demonstrate an excellent understanding of and connection with the ecological community, have solid editorial experience and the ability to engagingly communicate with a diverse community.

If you are interested in this position, please send your CV and letter, stating why you want to be the next *Bulletin* Editor and how you would develop the *Bulletin* in the next 3 years, to Richard English, Communications Manager: richard@britishecologicalsociety.org.

If you would like an informal conversation about the role, feel free to contact the outgoing Editor, Alan Crowden alan.crowden@ntlworld.com or Richard English.

Deadline for applications: 21 November
Interviews: 7 December 2017

JOB DESCRIPTION

Job title:	<i>Bulletin</i> Editor
Reports to:	Communications Manager, Membership Committee
Purpose of job:	To edit the <i>Bulletin</i> and continue its development as an effective, vibrant method of communication with our members. To ensure that the <i>Bulletin</i> covers topics of relevance as well as reflecting and celebrating the diversity and expertise of our members and community
Contract type:	Freelance
Remuneration:	£6,000 p.a.

Key result area (in brief):

- Solicit and develop ideas for feature articles
- Work with Communications Manager and Membership Committee to develop the strategic direction of the *Bulletin* and its online presence
- Liaise with the Associate Editor and other regular contributors to ensure that their contributions meet with overall objectives
- Work with the Communications Manager over content generation
- Liaise with Book Reviews Editor over copy for reviews section
- Ensure copy is received within deadlines
- Edit copy to house style
- Liaise with designer over layout and design
- Proofread final version
- Check printer's proof and approve final print
- Produce and oversee an annual budget
- By attending a range of BES events, participate in the working life of the Society so that the *Bulletin* properly reflects the aims and values of the community it represents

PERSON SPECIFICATION

- High level of editorial experience
- Excellent writing skills with the ability to clearly and succinctly communicate information to a wide range of audiences
- In depth understanding of the ecological community and its needs
- Demonstrable creative experience
- Ability to connect with and represent a diverse range of audiences
- Self-motivated and enthusiastic, with the ability to work independently
- Ability to solicit engaging copy from diverse audiences
- Budget management experience
- Excellent organisational skills, with the ability to meet multiple deadlines and prioritise work in a pressured environment
- An understanding of online communications – desirable, but not necessary