

# Publishing Assistant

We are seeking an enthusiastic and self-motivated individual to join our friendly publishing team at the British Ecological Society (BES) and support the team in the general running of the BES' portfolio of ecology journals.

You'll be looking to build a career in scientific publishing and be eager to learn from a team of internal colleagues and external academic editors. You'll enjoy staying on top of a range of tasks and be great at working independently and as part of a busy team. You'll have excellent attention to detail and be effective, friendly, and customer-oriented in your email communications.

The successful candidate will become part of a team seeking to excite and inspire our various audiences in ecology at a time when our science has never been more relevant for society.

## About us

Our vision is for nature and people to thrive in a world inspired by ecology.

The BES was the first ecology society to be established anywhere in the world. We are now one of the biggest scientific societies for ecologists, with a membership of over 7,000 across 125 countries.

We foster the study of ecology and support the ecology community at all stages of their careers through our journals, meetings, grants, and education and policy work.

## About the role

The Publishing Assistant works across our seven journals and other publications, supporting editorial office colleagues in carrying out initial submission checks, answering routine queries from authors, reviewers and editors and thereby guiding manuscripts through peer review in the timely, constructive and friendly manner the BES journals are known for.



Working across the BES journal portfolio, the Publishing Assistant will:

- Check in new submissions of scientific papers to ensure that manuscripts are complete and authors have adhered to journal policies before passing manuscripts on to Editors for content evaluation
- In collaboration with the editorial team, monitor progress on manuscripts in the submission system to identify and help resolve potential bottlenecks in peer review
- Assist in managing the journal inboxes, dealing with straightforward manuscript-related messages from authors, reviewers and external editors
- Ensure that accurate records are maintained in the submission system on the processing of all manuscripts
- Carry out post-acceptance checks on manuscripts and liaise with production team when requested, particularly during periods of annual leave for editorial office colleagues
- Assist in regular performance statistics reporting across the journal portfolio
- The post holder will also have some opportunity to learn about other aspects of editorial office management, including journal development and marketing and support promotion of articles via social media accounts and press releases

**A full job description, including person specification and competencies is available [here](#).**

*Applicants must have the right to live and work in the UK. Successful applicants will need to provide evidence that they have the right to live and work in the UK. The BES is unable to provide visa sponsorship and unable to hire anyone living outside the UK.*

**OUR OFFICE, NEAR ANGEL,  
IS NEXT TO THE BEAUTIFUL  
REGENT'S CANAL**





## BES Staff Benefits

- 25 days annual leave (+1 each year up to a total of 30 days), plus bank holidays and additional festive leave between Christmas and New Year
- Wellbeing programme with regular activities
- Flexible/hybrid working
- Employee Assistant Programme
- Salary sacrifice pension (Employer contribution of 8% and additional individual contribution available)
- Following probation, staff are entitled to:
  - Generous personal training budget
  - Cycle to work scheme
  - Season ticket loan
- & more!

## Hybrid Working

BES staff are based at least 3 days per week at our office between Old Street and Angel in London. We endeavour to make our new custom-designed office a relaxed environment, with a casual dress-code, ping-pong table, coffee machine, fruit and pastries, and regular social activities.

In July 2023 we launched an exciting trial of the '4-day Work Week', available to all interested full-time staff. Further details can be discussed at the interview stage for successfully shortlisted candidates.

An underwater photograph of a whale swimming near the surface of the water. The water is a deep blue color, and the whale's head and back are visible. The whale is swimming towards the left side of the frame. The surface of the water is visible at the top, with some light reflecting off it.

## Equality and Diversity

We recognise the value in having a diverse workforce, as well as the importance of creating equal opportunities for all. We welcome and encourage applications from people of all backgrounds. We select candidates based on how well they meet the criteria for the role and are committed to ensuring that applicants are treated fairly throughout the recruitment process.

More information regarding Diversity at the BES can be found [here](#) and our Equality and Diversity work can be found [here](#).

## Further information

**Contract:** 18 months fixed-term

**Salary:** £28,500 per annum (Assistant, point 1)

**Working pattern:** Full-time 35hrs Mon-Fri | We are currently running a trial of the 4-day work week; staff can opt to work 32hrs over 4 days each week at no loss of salary

**Location:** Hybrid | We ask that staff spend at least 60% of their time at our London office

**Closing date:** The vacancy will close once we have received a sufficient number of strong applications

**Interviews:** Will be arranged as applications are received. Interviews will be conducted over Microsoft Teams and involve a short written activity followed by a panel interview.

## How to apply

To apply for this vacancy, please click the green button 'Apply for this job' via our recruitment portal to submit:

- Your CV - no more than 2x A4 sides detailing your education, training and work history, as well as any relevant key skills
- A covering letter - no more than 1x A4 side explaining why you wish to undertake this role at the BES
- A short question to help us get to know you
- Your Equality and Diversity information - this voluntary information helps us to assess the diversity of our recruitment and further improve recruitment processes in future. It has no bearing on the success of your application and is not considering as part of the shortlisting process.

