***Anaesthesia News* Managing Editor**

**Overview**

The Association of Anaesthetists (the Association) is seeking to appoint a **Managing Editor** for *Anaesthesia News*.

This is a key role in the organisation. The post holder will have the opportunity to lead and develop this much-loved keystone of the Association. The post will involve attending the quarterly meetings of the Council (and, on occasion, the Board) of the Association and offers the chance to attend key Association educational events in an official capacity.

**Anaesthesia News**

*Anaesthesia News* is the monthly membership newsletter of the Association, circulated to over 11,000 members in Great Britain, Ireland and overseas; 98% of members in the Association’s 2011 membership survey said they regularly read it.

The Association is seeking to appoint a successor to Dr Mike Nathanson, who took over as Interim Managing Editor in August 2018.

This is an honorary role that offers excellent opportunities for a practicing, or recently retired anaesthetist (clinically active within the last three years) to develop this successful monthly publication for the Association’s members. It is a hands-on role (typically 20h a month), working with and supported by a strong team. These include the issue editors (including consultant anaesthetists, SAS and trainees) and experienced in-house editorial design/production staff (a professional designer on the Association’s staff and an editorial assistant provided by Editorial Office Ltd). Issue editors are each responsible for individual issues, with the Managing Editor providing oversight and continuity.

The Association has recently undergone re-branding and is implementing a digital communications strategy, launching a new website in 2019 and ongoing digitalisation of our publications. This is an exciting time for the new Managing Editor to take forward the publication.

**The role & responsibilities**

To be responsible for the editorial and production process working with the editorial assistant and in-house staff designer and the team of issue editors in order to ensure that *Anaesthesia News* is published to the agreed quality standards, budgets and schedule.

To ensure that the publication furthers the goals of informing, engaging and educating Association members, as well as promoting the reputation and work of the Association.

**Responsibilities include:**

Plan the content and delegate editorial work to the issue editors who assist in rotation with each issue; review editorial content;

Ensure that the editorial team produces a forward contents plan on a rolling basis so that issues are planned at least 3-6 months in advance;

Oversee the annual print and production schedule of *Anaesthesia News* in line with internal copy and design deadlines and external deadlines for print and dispatch; oversee the sign off/approval process before each issue goes to print;

Oversee the overall design style, ensuring that this is in line with Association corporate branding design guidelines;

Develop the publication with the editorial assistant, designer and other staff;

Consider a digital strategy

Consider online content;

Ensure member engagement as contributors to the publication; monitor value to members of the publication**;**

Develop an editorial strategy for the publication aligned to the Association’s long term strategy;

Consider commercial strategy and potential for income generation in collaboration with senior management and staff;

Report to the *Anaesthesia News* Editorial Committee, Council and Association Board of Directors as required

The Managing Editor reports to and attends the *Anaesthesia News* Editorial Committee, which is chaired by the Honorary Membership Secretary and meets two or three times a year. The Managing Editor will also be invited to attend quarterly Association Council meetings, and may also be asked to attend the Board of Directors and the Association Foundation Board of Trustee meetings when required. Travel expenses will be paid in line with the expense policy of the Association.

**Opportunities**

The chance to make a worthwhile contribution in anaesthesia

Scope to develop a track record and profile as editor of a valued publication

Joining the Association Council (as a co-opted member)

Working with an excellent editorial team

Building networks with a large number of colleagues in Great Britain, Ireland and overseas.

The post holder will be strongly encouraged to attend (with free registration, travel and accommodation in line with the agreed expenses policy) all three major Association educational conferences – Annual Congress, Winter Scientific Meeting and the Trainee Conference. Some duties may be allocated, but this is an invaluable opportunity to network and to remain informed about issues of relevance to members

There is no remuneration attached to the role, but an allowance for IT expenses such as use of online file sharing technology will be available.

**Time commitment and term of office**

The term of office is 12 months, renewed annually for a maximum of three years. The Association recognises that individual circumstances may change and it may not be possible for the new Managing Editor to commit at the outset for a full three years.

An average of ~ 20 hours per month may be required for this role, which can be worked flexibly to fit the editorial schedule and the editor’s job plans. Most work is carried out online, enabling the editor to manage tasks remotely, either at home or place of work.

**Person specification**

Key: A = Application; I = Interview

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERION**  | **ESSENTIAL**  | **DESIRED** | **ASSESSMENT** |
| Practicing clinical anaesthesia  | Active clinically within last three years  |  | A |
| Use of written English | Good skills | Excellent skills | A |
| Ability to select appropriate material | Good skills | Advanced skills | A, I |
| Ability to edit copy | Good skills in copy editing and preparing text for publication | Previous experience as an editorEvidence of excellent skills | I |
| Ability to communicate digitally | Uses email confidently  | Experience of using online collaboration tools (e.g. Dropbox) | A, I |
| Collaborative style – able to work effectively with a team  | Good interpersonal skills and team worker |  | A, I |
| Vision for developing the publication | Able to bring innovation and new ideas for content development as both a print and digital publication |  | A, I |
| IT/computer literate  | Good skills in word processing and other digital systems  | Familiarity with electronic publishing media/advanced IT skills | A, I |
| Availability/time  | Able to identify enough time to do the job (~ 20h per month) for a minimum of one year | Has more than enough time to do the job | A, I |
| Enthusiasm and interest | Keen and interested in the Association - its business and members | Prior role and responsibility with the Association with good feedback | A, I |
| Understands terms of reference for the role | Application demonstrates awareness of the role |  | A, I |
| Member of the Association  | Current membership and interest in developing member engagement and member value |  | A, I |

**Recruitment timeline and process**

For an informal discussion about this role please contact the current editor, Dr Mike Nathanson or the Executive Director, Karin Pappenheim, on either secretariat@anaesthetists.org or 0207 631 8807. Prospective candidates are welcome to arrange a visit to meet the editorial team.

**How to apply**

Candidates are asked to submit electronically: a CV; a letter of application (maximum 400 words) describing the reasons for applying for this role and their skills/experience offered in relation to the person specification; and, a personal statement (maximum 600 words) setting out the applicants vision for the future development of *Anaesthesia News* as a print and digital publication.

**Closing date for applications**

Applications should be sent by **9am** on **Monday 15 July 2019** to secretariat@anaesthetists.org.

**Selection process**

Candidates will be invited to attend a panel interview with officers of the Association at their headquarters in London at 21 Portland Place on **Friday 9 August 2019**. Candidates may be asked to give a presentation relevant to the role and will be given an opportunity to meet the staff members of the editorial team.

**Appointment**

The appointment will start from **13 September 2019** to allow a handover period with the current editor; full responsibility assumed from **31 October 2019**.

***Anaesthesia News* Managing Editor recruitment timeline**

|  |  |
| --- | --- |
| Activity | Timescale |
| Closing date for applications | 9am on 15 July 2019 |
| Interview & appoint | 9 August 2019 |
| Take up role | 13 September 2019 at Annual Congress in September  |
| Handover period | 13 September – 31 October 2019 |