



The Seabird Group Executive Committee

Ordinary Member – Assistant 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 Ordinary Member - Assistant Journal Editor is formally a Trustee of the Seabird Group. This means that you share legal responsibility for governing the Seabird Group and directing how it is managed. You 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-knowcc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

In addition to your duties as a Trustee, the Seabird Group Assistant 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:

- Working with the 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.
- Helping to manage the journal@seabirdgroup.org.uk email address, including contacting journal contributors and responding to general queries.
- Assisting with soliciting papers, short notes, letters and reviews for the journal, calling on existing networks in the ExComm and staying alert to emerging issues and stories online and in the literature.
- Liaising with members of the journal's Editorial Board in finding reviewers for submitted manuscripts and making decisions about revisions and acceptance of manuscripts.
- Helping to appoint new members of the journal's Editorial Board when existing members have completed their 2-year term.



- Helping with the editing (copy-editing, formatting, making decisions on images and layout) for each issue of the journal.
- Liaising with the Seabird Group's Website Manager to put articles 'online early' as soon as they are ready.
- When required, 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.
- Assisting with working with the Membership Secretary to ensure the hard copy of each journal goes to the correct membership addresses each year.
- Assisting in 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.

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

Attending Seabird Group committee meetings

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

Taking part in working groups

The committee sometimes forms working groups to focus on a particular issue (e.g. Equality and Diversity, Conference Planning, journal). The Assistant Journal Editor is encouraged to join 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 Journal Editor and outgoing Assistant Editor will provide a training session to go over all the necessary processes. If you have any questions about the role, please email our Journal Editor, Ingrid Pollet (journal@seabirdgroup.org.uk).

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. Editorial experience would be welcome, but it is not required. We welcome applications from early-career candidates.