

Editorial Assistant

Contract for service

Vacancy Overview

1.5 days per week, flexibly worked - actual pattern of workload may vary over the course of a month dependent upon submissions to the journal, reviewers and issue deadlines.

Fee: £120 per day.

Counselling and Psychotherapy Research (CPR) is an international, peer-reviewed journal, dedicated to linking research with practice in counselling and psychotherapy. It is the research journal of BACP and is available to around 47,000 counsellor and psychotherapist members of the association, as well as to subscribers worldwide. The journal aims to promote high-quality, ethical research that influences, informs and develops counselling and psychotherapy practice.

CPR needs a new Editorial Assistant to work with the current Editor. We are looking for someone who can assist with the production of a pluralistic research journal, striving for academic rigour whilst making the journal interesting and accessible to non-researchers.

If you are interested in learning more about this 1.5 day a week role please contact the Editor, Professor Panos Vostanis, on cpr.editor@bacp.co.uk.

Please view the role and person specifications below.

If you are interested in applying for this role please send your CV and a covering letter to contracting@bacp.co.uk.

Timescale:

Closing date for applications: 5pm, **Friday 15th April 2019**.

Interviews: Tuesday 30th April, BACP House. Candidates selected for interview will be notified no later than Thursday 25th April 2019.

Role Tasks

- To receive, process and track approximately 150 articles submitted annually for publication, ensuring that they pass through the multiple stages within the strict time limits set by the editorial schedule. To administer the peer review process in liaison with the Editor, identifying suitable peer reviewers, inviting reviewers through the ScholarOne system and ensuring that additional reviewers are invited when necessary, responding to reviewers' queries, monitoring responses to invitations and chasing late reviews.
- To manage the ScholarOne Manuscript Central system including producing reports, provide guidance for users and amend procedures in consultation with the publisher.
- To respond to email queries to the editorial office email, responding to authors, reviewers, BACP members and general enquiries.
- To ensure that all papers move through the review process smoothly and in a timely fashion. In specific cases, when requested by the Editor, to copy edit accepted papers prior to their submission to the publishers.
- To liaise with BACP, the Editor, Wiley and potential contributors in maintaining and developing content for the journal's web pages on the publisher's site or on BACP web pages; to liaise with BACP research team and communications team to ensure that the full range of communication methods are updated appropriately and in a timely fashion, especially when new journal content is published on Early View or a new issue is published.
- To work closely with the Editor, BACP research team and CPR Editorial Board, writing reports on submission/decision trends for Editorial Board meetings and as requested by the Editor to support the development of the journal; to attend two full-day Editorial Board meetings per year (usually May and November, changing venue) and the annual BACP research conference (May) as well as quarterly discussion meetings with the Editor, BACP Head of Research and Wiley representative, and other occasional ad hoc meetings with the Editor and/or publisher by arrangement.

Person Specification

Graduate or postgraduate qualification in psychology or a related discipline.

Excellent communication skills - written and verbal - having excellent command of English grammar, spelling, punctuation and an eye for detail. Experience of copy editing would be an advantage.

Excellent inter-personal skills with an ability to communicate at all levels; the ability to nurture good working relationships with authors and to maximise networking opportunities.

Experience of working or liaising with publishers would be an advantage.

Experience of writing, ideally for publication, summarising and disseminating research in an accessible fashion, for example to counselling trainees, practitioner teams and others would be an advantage.

Excellent IT skills, including the proficient use of Microsoft Office applications as well as a proven ability to learn and manage new IT applications. Familiarity with ScholarOne peer review publishing system an advantage.

Excellent time management skills and the ability to work to deadlines. Committed to delivering high quality customer service.