



JOB DESCRIPTION

Job Title	Assistant Editor
Reports to	Managing Editor
Department	Journal of Experimental Botany
Location	Lancaster University
Salary/Term	£33-35,000, permanent

The Journal of Experimental Botany (JXB) is a leading plant science journal publishing high quality primary research and review papers in the plant sciences. JXB papers cover a range of disciplines from molecular and cellular physiology and biochemistry through whole plant physiology to community physiology and food security.

As the Assistant Editor, your main responsibilities will be:

- the journal's commissioning activities (including special issues, Darwin reviews & Expert Views)
- using the journal's social media accounts to imaginatively promote journal content
- the administration of peer review and the journal inbox (shared with other staff)
- the provision of high-quality customer service to the JXB community

You will be expected to be able to work independently and use your initiative. You should have relevant experience and be able to communicate effectively, accurately and empathetically. You should possess excellent IT skills and be extremely well-organised.

MAIN RESPONSIBILITIES:

- Ensure the delivery of ten high-quality special issues on focussed topics every year.
- Coordinate the delivery of Darwin reviews in coordination with the journal's Darwin Reviews editor.
- Contribute imaginatively to the direct promotion of individual papers and collections through JXB's various social media channels.
- Liaise with the journal's publisher to coordinate marketing projects and the journal's website.
- Provide excellent customer service to JXB's readers/authors/reviewers/editors.
- Assist with planning editorial meetings and journal attendance at conferences.
- Work flexibly as the needs of the office change and provide general holiday and absence cover.



PERSON SPECIFICATION:

ESSENTIAL

- Educated to degree level or above.
- Experience and understanding of the academic system and peer review process.
- Excellent interpersonal skills; able to act with discretion, empathy, tact and diplomacy.
- The ability to present information in an accurate and appropriate format including writing emails and drafting reports.
- Outstanding organizational and time-management skills.
- The ability to imaginatively devise and implement effective marketing campaigns for journal content.
- Confidence to work independently in a well-organised manner.
- Able to co-operate and work sympathetically as part of a team; able to enthuse and motivate others, achieving results through others without using line management authority.
- Able to work flexibly and occasionally outside normal office hours.

DESIRABLE

- Understanding of the significance of plant science and the ability to communicate this to different audiences.
- Willingness to represent the journal at scientific meetings in the UK and overseas.
- Advanced level user of Microsoft Office and experienced with social media platforms.

HOW TO APPLY: To apply for this role, please send a CV & covering letter to the Managing Editor: Dr Mike Page (m.page@sebiology.org). Informal enquiries can be made to the same email address.

CLOSING DATE: Friday 31st January 2025

WORKING ENVIRONMENT: While the SEB's editorial team usually work remotely, there is the requirement for the whole team to be present at the editorial office on the Lancaster University campus at least one day a week (currently Thursday).