

JCMS Editorial Assistant

JOB DESCRIPTION

Contract: Permanent, part-time.

Hours: 7 hours per week

Salary: £13.85 per hour (London Living Wage)

Location: Remote with occasional travel to the UACES office or events.

Reports to: Executive Director with regular communications with JCMS Editors-in-Chief.

Purpose of the role

As the Editorial Assistant, you will support the Editors-in-Chief of *JCMS: Journal of Common Market Studies* and the UACES office team with facilitating the efficient administration of the peer review and publication process at the journal.

This will involve working with the ScholarOne manuscript submission system to ensure an efficient peer review process; responding to or forwarding author, production team, and reviewer queries; assisting with the issue production process; supporting guest editors for Special Issues and Symposia; and collating information and producing reports for editorial decision-making from various sources.

Key duties and responsibilities

- Monitor and administer the manuscript submission system to ensure a timely review process.
- Monitor and administer the JCMS email account, responding to and forwarding queries as appropriate.
- Prepare journal issue running orders.
- Prepare, write and circulate the annual 'Thank You' to reviewers.
- Provide administration support to the Editors-in-Chief decision-making. This may include relation to the Special Issue and article competitions;
- Provide appropriate administration support to Special Issue and Symposia guest editors, and JCMS Annual Lecture speakers.
- Track, analyse and report on key journal statistics as required by the Editors-in-Chief and Executive Director. Use insights to make recommendations on improving author and reviewer experiences.
- Work closely with the Social Media and PR Assistant and the Digital Communications and Marketing Officer to assist with the promotion of JCMS articles and blogs.
- Engage and build relationships with the contemporary European Studies community to support and promote JCMS as widely as possible.
- Attend meetings, conferences, staff training and any other appropriate activities to actively contribute to UACES' overall work.

Person Specification:

<u>Job Requirements</u>	Essential Criteria	Desirable Criteria	Assessment
Qualifications and training	Working knowledge of contemporary European Studies Ability to prioritise and meet deadlines Ability to manage workload while working flexibly and remotely	Relevant qualification in European Studies or related area Relevant qualification or training in data analysis Prior experience working with a high degree of autonomy	
Experience	Experience of maintaining relationships with multiple stakeholders Ability to work flexibly and remotely while managing own workload to deliver outcomes	Prior experience working with an academic journal	
Knowledge	Understanding of academic publishing and the work of an academic journal Working knowledge of Microsoft 365, particularly Outlook and Excel	Working knowledge of the academic landscape in European Studies Working knowledge of journal management systems such as Scholar One	
Skills and abilities	Ability to analyse administrative data Ability to produce reports and visualise data to inform decision-making Prior administrative experience Time management and prioritisation Excellent oral and written communication skills	Prior experience working remotely and managing own time effectively	

Additional requirements of the role	Willingness to attend UACES or JCMS events (e.g. annual conference or annual lecture) Own computer / access to computer		
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This job description is not exhaustive. It acts as a guide and may be amended to meet the changing needs of UACES after discussion with the post holder.

Salary and Benefits

- This post is set at the Living Wage Foundation London salary regardless of location in the UK. (<https://www.livingwage.org.uk/what-real-living-wage>)
- 6.5 days annual leave (equivalent to 31 days full-time).
- Pension contributions.
- Eye care vouchers.
- Occupational sick pay.
- Professional development programme including regular 1-1s, appraisal and training plan.
- Family-friendly policies and procedures.
- Flexible working practices.
- Time off in lieu for UACES event attendance.

Contract

Part-time, permanent contract.

Candidates should have the right to work in the UK at the time of appointment.

Appointment is subject to receiving two satisfactory references and successfully completing a three-month probationary period.

Notice period: One month.

Commitment to Equality, Diversity and Inclusion:

Equality, diversity, and inclusion (EDI) are core values at UACES, and all employees are expected to demonstrate their commitment to our EDI policy.

We are passionate about building and sustaining an inclusive and equitable environment for UACES members, committees, and staff. The UACES community strives to be one where people feel safe, where differences are accepted, where engagement is apparent and where all contributions are encouraged, valued and respected.

We particularly welcome applications from candidates that are underrepresented in the UK Higher Education sector.

We are committed to making reasonable adjustments to support you throughout the application and selection process, on commencement, or once in post. You can request support by contacting Kerry Cole, Executive Director at kcole@uaces.org.

Our EDI Officer is available for a confidential conversation with candidates with specific questions or concerns regarding our EDI policy.

UACES is also willing to discuss contracting this role to someone who is not based in the UK. In this instance, you would not be a direct employee of UACES, but we would draw up an appropriate freelance contract and you would invoice us for your time. You would then be

responsible for any tax or social security payments due in the country in which you live and/or work. You would not be entitled to the employee benefits listed above.