

**The Sussex Archaeological Society
Editor - JOB DESCRIPTION**

Location:	Bull House, Lewes or working from home
Reports to:	Chief Executive Officer
Main Purpose of the Job:	<ol style="list-style-type: none"> 1. To work with the Editorial Board to obtain high-quality suitable article submissions and arrange for appropriate, constructive peer review. 2. To manage the production of the journal, to a strict annual deadline, to a high standard in terms of academic content, accuracy and presentation. 3. To oversee the efficient distribution of the journal to members and corporate members. 4. To develop the business model for the journal to ensure a sustainable future by developing income earned through this publication. 5. To develop the Sussex Archaeological Collections brand in terms of expanding our influence, accessibility and use. 6. To ensure that all duties are carried out in accordance with the Society's Equalities policy.

This job description sets out the accountabilities of the post at the time when it was drawn up. Such accountabilities may vary from time to time without changing the general character of the accountabilities or the level of responsibility entailed. If any changes are required then the postholder would be consulted on them.

Person Specification
Sussex Archaeological Society – Editor

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • The ability to project manage and manage a budget. • Excellent numeracy, literacy and IT skills • Ability to use own initiative and organise and prioritise own work 	N/A	<ul style="list-style-type: none"> • Application and Interview
Education & Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent level of relevant experience in an academic or heritage publishing environment 	N/A	<ul style="list-style-type: none"> • Certificates and application
Knowledge	<ul style="list-style-type: none"> • Academic Knowledge of History or Archaeology in south Britain. 	<ul style="list-style-type: none"> • Knowledge of History or Archaeology in Sussex 	<ul style="list-style-type: none"> • Application and interview
Experience	<ul style="list-style-type: none"> • Experience of managing and communicating with authors/academics, illustrators and graphic artists • Experience of journal-based academic publishing • Experience gained in a heritage environment 	N/A	<ul style="list-style-type: none"> • Application and interview
Personal Attributes	<ul style="list-style-type: none"> • Self-motivated with the ability to enthuse and motivate others • A commitment to equal opportunities and anti-discriminatory practice • Excellent decision making skills. 	N/A	<ul style="list-style-type: none"> • Application and interview