



**The Association  
for Child and Adolescent  
Mental Health**

## **Editorial Assistant**

### **About the organisation**

ACAMH is a multi-disciplinary membership organisation focused on bridging the gap between rigorous research and best practice relating to children's mental health. It publishes the Journal of Child Psychology & Psychiatry (JCPP), an internationally acclaimed and world-leading child & adolescent psychology and psychiatry journal that brings together empirical research, clinical studies and reviews to advance how we understand and approach child and adolescent mental health. ACAMH also publishes the Child & Adolescent Mental Health (CAMH), a high quality, peer-review of child and adolescent mental health services research, which has articles for practitioners describing evidence-based clinical methods and clinically orientated research

**Job title:** Editorial Assistant

**Accountable to:** Publications Director

### **Summary of the role:**

To assist the Publications Director by facilitating the peer review and editorial processes of two journals (JCPP – 12 issues per year and CAMH – 4 issues per year) through efficient running of the editorial office. Acting as the main contact for authors, decision editors and the production editor, you will play key role right from processing new submissions to preparing accepted manuscripts to production. The role involves mainly journal work with the associated admin tasks. In addition, there is ample opportunities to work in assisting in content generation for the website and also the forthcoming 25<sup>th</sup> anniversary celebrations of CAMH journal in 2020.

### **Specific tasks and responsibilities**

- Checking and processing the new submissions on Manuscript Central
- Liaising with Editor-in-chief to action decisions and assign the manuscripts to decision editors
- Facilitate peer review by being single point of contact for authors, reviewers and decision editors throughout the process, fielding queries thereof
- Track and keep a meticulous record of manuscripts at different stages of peer review while keeping a close eye on turnaround times
- Check and prepare accepted manuscripts for production while making sure the author and editorial queries are addressed and the corrections are incorporated
- Manage (with support) specific projects like – Special Issue and Virtual Issue (one per year)



- Responsible for keeping record of and facilitating commissioning and peer review of special articles like commentaries and editorial perspectives
- Liaising with in-house marketing team for press release and other social media activities
- Process payments for authors/editors via accounts department
- Assist in organising venue, travel arrangements for editorial board meetings
- Taking minutes during editorial meetings
- Cover for colleagues during leave or sickness
- General admin duties as may be required

### **Person specification**

The candidate should have great team-working skills to blend in with the small but busy publications team. This role requires someone who is meticulous and has keen eye for detail. There is ample scope to grown within the role therefore an enthusiastic, proactive attitude will greatly benefit the candidate.

### **Essential**

- Educated to degree, preferably in life science or social science
- At least 1 year's experience in publishing admin or support role
- Have excellent verbal and written communication skills and a sharp eye for detail
- Good numeracy and IT skills
- Excellent team-working skills to deal with people within the organisation and externally, at all levels
- Proactive, resourceful and enthusiastic approach to work
- Diplomatic and assertive individual who is able to work with all stakeholders
- Be able to organise and prioritise numerous tasks and be able to work on their own initiative
- Be able to demonstrate good publishing awareness and the ability to learn quickly

### **Desirable**

- Experience of working on Manuscript Central
- Experience in database maintenance
- Training or qualification in proof reading/copy editing
- Experience or training in content generation, as in compiling newsletter

### **Remuneration & Benefits:**

This is a full time position with 35 working hours per week (9-5 core time). Salary offered – 20-22K depending on experience. We offer a generous 5% pension along with 25 days of annual leave + 8 bank holidays.