



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 two further journals - Child and Adolescent Mental Health (CAMH), which is a high quality, peer-review journal of child and adolescent mental health services research, containing articles for practitioners describing evidence-based clinical methods and clinically orientated research, and JCPP Advances (JCPPA), which is a new high quality, high impact open access journal covering all areas of infant, child and adolescent and early adult development.

Job title: Editorial Assistant

Accountable to: Publications Director

Summary of the role

To assist the Publications Director in the efficient running of the editorial office by facilitating the peer review and editorial processes of three journals (JCPP – 12 issues per year, CAMH – 4 issues per year, and JCPPA – 8 issues per year). Acting as the main point of contact for authors, reviewers, decision editors and the production editor, you will play key role in the management of the journals, from processing new submissions to preparing accepted manuscripts for production. The role primarily involves journal work and its associated administrative tasks, and will equip you with the necessary skills and knowledge to pursue future career in STM publishing.

Specific tasks and responsibilities

- Check and process new submissions on Manuscript Central
- Liaise with Editor-in-Chief to action decisions and assign the manuscripts to decision editors
- Facilitate peer review by serving as the first 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 editor 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 journal projects including Debate series, Special Issues, and Virtual Issues.
- Responsible for keeping record of and facilitating the commissioning and peer review of special articles such as commentaries and editorial perspectives



- Support broader ACAMH projects as required, such as helping organise the annual ACAMH awards, and assisting in the management and publication of a monthly magazine *The Bridge* which includes summaries of recent papers published in JCPP and CAMH
- Liaise with in-house marketing team for press releases and other social media activities
- Process payments for authors/editors via accounts department
- Assist in organising venue, travel arrangements for editorial board meetings
- Produce journal metric reports for editorial board meetings
- Take minutes during editorial meetings
- Cover for colleagues during leave or sickness
- General admin duties as may be required (including responding to email queries and managing social media accounts)

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 a keen eye for detail. There is ample scope to grow within the role, therefore an enthusiastic, proactive attitude will greatly benefit the candidate.

Essential

- Educated to degree level, preferably in life science or social science
- At least 1 years' 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 and 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.