



## Editorial Assistant, Oryx—The International Journal of Conservation

“In the past century FFI has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,  
FFI Vice-president

# Fauna & Flora International

Fauna & Flora International (FFI) saves species from extinction and habitats from destruction, while improving the livelihoods of local people. Our guiding principles are to work with and alongside local partnerships, act as a catalyst for change, make conservation relevant, and base decisions on sound science. Founded in 1903, FFI is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

## Oryx Editorial Office

*Oryx*—*The International Journal of Conservation* is a leading open access, peer-reviewed scientific journal that publishes research on biodiversity conservation, conservation policy and sustainable use, and the interactions of these matters with social, economic and political issues. The journal has a particular interest in material with the potential to improve conservation management and practice. *Oryx* also supports the publishing and communication aspirations of conservation practitioners and researchers worldwide and helps build capacity for conservation.

The *Oryx* Editorial Office is staffed by a full-time Editor, Managing Editor and Editorial Assistant. The Editorial Office manages all matters from submission of manuscripts through to publication of scientific articles both in print and online. Much of this is managed through our online journal management system.

## The Opportunity

We are seeking a full-time Editorial Assistant to support the Editor and Managing Editor with the day-to-day management of the journal and matters related to publication. The role focuses primarily on providing comprehensive and efficient editorial assistance, including administrative tasks and proof-reading, but there is also opportunity for you to contribute to building capacity for conservation through the management and development of the journal, and through the workshops provided by the journal.

Preferably with a degree in conservation, ecology, geography or a related discipline, you will have excellent administrative skills, a general knowledge of conservation, and a desire to develop your expertise as an editorial assistant. You will ideally already be familiar with the peer-review system, and have previous editorial assistant experience and/or experience in writing and editing. You are highly organized and methodical in your approach to work, with meticulous attention to detail, and are self-motivated and able to work independently. Your excellent communication skills enable you to correspond with authors and editors around the globe. Ideally you are interested in FFI's work and committed to its mission.

# Terms and Conditions

<b>Start Date:</b>	As soon as possible
<b>Duration of Contract:</b>	Open
<b>Probation Period:</b>	Six months
<b>Salary:</b>	circa £23,000 per annum
<b>Location:</b>	Fauna & Flora International, Cambridge, UK Current policy offers partial remote working from within the UK
<b>Benefits:</b>	25 working days' annual holiday entitlement plus Public/Bank Holidays and any normal working days that fall between 24 December to 1 January inclusive, during which time FFI UK offices are closed  For employees on UK-based contracts, FFI currently provides a pension contribution of 8% of salary after 3 months' continuous employment.  Group Life insurance, currently set at a benefit of 4 x basic salary
<b>Hours of Work:</b>	This is a full-time position working 37.5 hours per week, Monday–Friday inclusive

## Job Description

<b>Job Title:</b>	Editorial Assistant, <i>Oryx—The International Journal of Conservation</i>
<b>Reporting to:</b>	Managing Editor, <i>Oryx—The International Journal of Conservation</i>
<b>Key Relationships:</b>	Editor, <i>Oryx—The International Journal of Conservation</i> Managing Editor, <i>Oryx—The International Journal of Conservation</i> Conservation Capacity and Leadership team Communications team
<b>Purpose:</b>	The Editorial Assistant works alongside the Editor and Managing Editor, supporting the professional quality and timely publication of the journal. Among the core responsibilities are the management of the manuscript flow through the online submission and peer review system, including professional communication with authors, reviewers, the editorial board and the journal's publisher. The Editorial Assistant carries out thorough proofreading of all content published in the journal. In addition, the Editorial Assistant assists with the journal's social media presence and liaises with authors, their institutions and the journal's publisher on promotional activities.

## **Specific Duties:**

### **Implementation and management**

- Check new submissions and manage the progress of manuscripts through the journal's online manuscript management system and offline tracking sheets
- Develop and maintain professional relationships with key external stakeholders, including authors, reviewers, members of the editorial board and the journal's publisher
- Resolve any problems arising in the day-to-day management of the journal, with guidance from the Editor and Managing Editor
- Check pre-edited articles in preparation for copy-editing, proofread all journal content and incorporate authors' proof corrections as appropriate
- Write and edit copy for the journal (in particular, the Briefly section)
- Prepare copy for the journal's website, and update the site on publication of new journal issues
- Assist with the journal's social media presence, with the potential of taking full responsibility in due course; produce content for social media posts; report on social media output and engagement
- Assist with the journal's blog: liaise with authors regarding blog posts for the journal's website; edit and upload blog posts to the journal's website; prepare copy (editorial content) for the journal's blog
- Work with the publisher's marketing team and external institutions to coordinate and implement promotional activities and campaigns (e.g. compiling collections of relevant journal content to promote on specific awareness days, campaigns to promote open access, coordinate communication around press releases)
- In consultation with the Editor and Managing Editor, manage the journal's budget for content promotion via social media; monitor expenditure against budget
- Provide administrative support at meetings with editors and the journal's publisher
- Prepare copy for the journal's pages on the FFI intranet (ourFFI) and work with the Information Management Officer to keep this site updated

### **Development**

- Keep up to date with developments to the manuscript management system, and implement these where appropriate
- Attend training/workshops as required to further the development of the journal's communication activities
- Represent and promote the journal at conferences and meetings and promote the journal among FFI's partners and staff, as required

### **Learning and assimilation**

- Provide support on publishing issues to FFI staff and partners
- Keep up to date with current and emerging issues in conservation, with a particular emphasis on how these trends might be disseminated in *Oryx*

### **Other duties:**

- Work alongside Conservation Capacity colleagues to support the delivery of the Conservation Capacity team's objectives, as required
- Carry out other tasks required in pursuance of the aims and objectives of FFI

# Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work independently</li> <li>• Strong organisational skills, with structured and methodical approach to work</li> <li>• Fluency in written and spoken English</li> <li>• Writing and editing skills, with an excellent knowledge of spelling and grammar</li> <li>• Meticulous attention to detail</li> <li>• Excellent communication (written and verbal) and interpersonal skills</li> <li>• Excellent computer literacy, with proficiency in standard Office software</li> <li>• Absolute respect for confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced proofreading and copyediting skills</li> <li>• Effective communication via social media (Facebook and Twitter) and competent use of related design and scheduling tools</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of biodiversity conservation</li> <li>• Familiarity with scientific publishing and peer review processes</li> <li>• Knowledge of and experience with social media platforms</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in conservation, ecology, geography or a related discipline</li> <li>• Previous experience in providing editorial assistance to a journal and/or within a publishing house</li> <li>• Previous experience in professional communications via social media and/or blogs</li> </ul>
<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Genuine interest in conservation and scientific publications</li> <li>• Self-motivation</li> <li>• Ability to work well in a team</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to FFI's mission</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Pre-existing right to work in the UK</li> <li>• Commitment to FFI's values and empathy with our mission</li> </ul>	

# FFI Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which Fauna & Flora International (FFI) is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are supportive & respectful
- We get things done

# How to Apply

Applications should consist of the following:

- Covering letter confirming your interest and explaining how your experience and skills relate to the role
- Full CV
- Contact details for two referees (who will not be contacted without your permission)

Applications should be sent to [julia.hochbach@fauna-flora.org](mailto:julia.hochbach@fauna-flora.org).

Please mark your application '**Editorial Assistant**' and indicate where you saw this position advertised.

The closing date for applications is **Tuesday, 16 August 2022**.

Candidates selected for interview will be contacted by email or telephone by 19 August 2022 – please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised. Interviews are likely to be held on 31 August 2022.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

# Applicants with Disabilities

FFI encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Jade Bedwell, HR Adviser, FFI, on Tel: +44 (0)1223 749044 or Email: [jade.bedwell@fauna-flora.org](mailto:jade.bedwell@fauna-flora.org).

FFI values diversity and is committed to equality of opportunity