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Editorial Officer, *Oryx* – *The International Journal of Conservation*

“In the past century Fauna & Flora 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,
Fauna & Flora Vice-president

Fauna & Flora

At Fauna & Flora, our shared purpose is to protect the diversity of life on Earth, for the survival of the planet and its people. We work closely with local conservation partners around the world to save nature, together. We harness this collective expertise to inspire positive change globally.

Oryx Editorial Office

Oryx—The International Journal of Conservation is an 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 Officer. The team manages all matters from submission of manuscripts through to publication of scientific articles both in print and online. *Oryx* actively engages in science communication and outreach activities, to increase the reach and impact of the conservation research published in the journal.

The Opportunity

We are seeking a full-time Editorial Officer to support the Editor and Managing Editor with the day-to-day management of the journal. The role focuses primarily on providing comprehensive and efficient editorial support, including administrative tasks and proof-reading, and on managing the journal's social media and communication activities. There is also opportunity for you to contribute to building capacity for conservation through the workshops provided by the journal.

With a degree in conservation, ecology, geography or a related discipline or equivalent professional experience, you will have excellent administrative skills and a good knowledge of biodiversity conservation. You will ideally already be familiar with scholarly publishing and peer review processes, and have previous editorial/writing experience. You are highly organised 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, reviewers and editors around the globe. You have prior experience in science communication and the professional use of social media and are able to independently create engaging content across a variety of channels. You are interested in Fauna & Flora's work and committed to its mission.

This role is not eligible for sponsorship of a Skilled Worker Visa.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Permanent
Probation Period:	Six months
Gross Salary:	£32,515 per annum
Location:	Fauna & Flora, Cambridge Current policy offers partial remote working within the UK
Benefits:	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 Fauna & Flora UK offices are closed For employees on UK-based contracts, Fauna & Flora 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
Hours of Work:	This is a full-time position, working 37.5 hours per week, Monday to Friday inclusive.

Job Description

Job Title: Editorial Officer, *Oryx—The International Journal of Conservation*

Reporting to: Managing Editor, *Oryx—The International Journal of Conservation*

Key Relationships: Editor, *Oryx—The International Journal of Conservation*
Managing Editor, *Oryx—The International Journal of Conservation*
Conservation Capacity and Leadership team
Communications team

Purpose:

The Editorial Officer provides high-level support to the Editor and Managing Editor to ensure 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. A second focus of this role is to manage the journal's communication and social media channels. This includes sourcing and copyediting content for the journal's blog, creating and scheduling content for a variety of social media channels, managing a small budget for promoted posts and reporting on social media activities and impacts. The Editorial Officer liaises with authors, their institutions and the journal's publisher to coordinate promotional campaigns such as press releases and other outreach activities. In addition, the Editorial Officer supports the team in managing the journal's publication schedule, working with the Editor and Managing Editor on issue make-up, curating special sections and coordinating team priorities.

Specific Duties:

Implementation and management

- Manage the progress of manuscripts through the journal's online and offline manuscript management systems; resolve any problems arising in the day-to-day management of the journal
- Check new submissions and advise the Editor on potential suitability for the journal
- Using effective communication skills, diplomacy and tact, develop and maintain professional relationships with key external stakeholders, including authors, reviewers, members of the editorial board and the journal's publisher
- Record data on the content of all accepted articles, to facilitate reporting and analysis
- Manage and develop the journal's social media presence: plan and produce regular content for posts across all Oryx social media channels to promote published research, encourage submissions and improve content acquisition, author retention and reader engagement
- Gather insights and regularly assess performance analytics (output, engagement) across all social media platforms
- Manage the journal's budget for content promotion via social media; identify content to be promoted and monitor expenditure against budget
- Manage the journal's blog: liaise with authors to source blog posts for the journal's website; copyedit blogs and work with the authors to create content that is appealing to a non-academic audience; prepare editorial blog posts upon publication of new issues
- Work with the publisher's marketing team and external institutions to coordinate and implement promotional activities (e.g., collections of relevant journal content for specific awareness days,

campaigns to promote open access), coordinate communication with all stakeholders around press releases related to articles published in the journal

- Manage the journal's production schedule, feed into decision-making regarding issue compilation, special sections, cover features and related matters
- Proofread journal content, using expertise (of both the subject of conservation science and the journal's style requirements) to check for accuracy, grammar and presentation; incorporate authors' proof corrections and liaise with authors as appropriate to finalize articles for publication
- Source, write and edit copy for the journal's news sections
- Prepare copy for the journal's website, and update the site on publication of new journal issues, using technical expertise to contribute to website management and maintenance
- Contribute to the annual Editorial Board Report (e.g. by reporting on Oryx website performance statistics using Google Analytics)
- Provide administrative support at meetings with members of the editorial board and with representatives of the journal's publisher
- Prepare copy for the journal's pages on the Fauna & Flora intranet (Canopy) and external website and work with the relevant internal contacts to keep these sites updated

Development

- Keep up to date with developments to internal and external systems relevant to the journal, implement changes as appropriate and resolve any issues through effective communication with relevant contacts
- Attend training/workshops related to social media and digital marketing, as required, to further the development of the journal's communication activities
- Represent and promote the journal at conferences and meetings (e.g. the Student Conference on Conservation Science) and promote the journal among Fauna & Flora's partners and staff, as required

Learning and assimilation

- Encourage submissions of articles and news items from Fauna & Flora staff and provide technical expertise and support on publishing issues to staff and partners
- Support Fauna & Flora conservation projects and partners by promoting their work on social media
- Keep up to date with current and emerging issues in conservation, with a view on how these may be disseminated in *Oryx*; contribute towards development of themed issues

Other duties:

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

Person Specification

	Essential	Desirable
Skills, knowledge and experience	<ul style="list-style-type: none"> • Excellent organisational skills, with structured and methodical approach to work • Ability to work independently • Proficiency in scientific writing and editing in English, with an excellent knowledge of spelling and grammar • Meticulous attention to detail • Excellent communication (written and verbal) and interpersonal skills • Effective communication via social media and competent use of related design and scheduling tools • Excellent computer literacy, with proficiency in standard Office software • Absolute respect for confidentiality • Degree in conservation, ecology, geography or a related discipline and/or equivalent level professional experience • Familiarity with scientific publishing and peer review processes • Previous experience in professional communications via social media and/or blogs 	<ul style="list-style-type: none"> • Advanced proofreading and copyediting skills • Previous experience working in an editorial position in academic publishing
Behavioural qualities	<ul style="list-style-type: none"> • Demonstrates Fauna & Flora's values • Genuine interest in conservation and scientific publications • Self-motivation • Ability to work well in a team 	<ul style="list-style-type: none"> • Commitment to Fauna & Flora's mission
Other	<ul style="list-style-type: none"> • Pre-existing right to work in the UK 	

Fauna & Flora 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 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 inclusive, supportive & respectful
- We get things done

How to Apply

Applications should consist of the following:

- Covering letter explaining why you are applying, relating your experience and skills to the role
- Full CV (CV and cover letter should be no longer than 2 pages each)
- Contact details for two referees (who will not be approached without your permission)
- Availability to start
- Please also indicate where you saw the position advertised

Applications should be submitted electronically to amy.dennett@fauna-flora.org

Please mark your application '**Editorial Officer, Oryx – The International Journal of Conservation**' and indicate in your cover letter where you saw the position advertised.

The closing date for applications is **Sunday, 30 March 2025**. Interviews are likely to take place between 7 - 18 April 2025.

No agencies please.

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

Fauna & Flora 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, People Adviser, by Email: jade.bedwell@fauna-flora.org

Fauna & Flora values diversity and is committed to equality of opportunity