Editor-in-chief, *Future Healthcare Journal*

**Terms of reference**

**Tenure:**
3 years in the first instance, renewable for a further 3 years by mutual consent

**Time required:**
Approximately 2 hours per week

**Remuneration:**
Voluntary with travel expenses covered

**Job context:**
The RCP launched the *Future Healthcare Journal* in 2014 with the aim of providing a sustainable long-term forum for debate and innovation around the delivery of healthcare, with a focus on improving patient care and management through process and system change. This aligns with the RCP’s strategy and its three core priorities – to educate, improve and influence for better health and care.

The editor-in-chief is critical to developing the scope of the journal and evolving an appropriate editorial strategy. Other key responsibilities are to run the team of associate editors to commission and review articles, and to be an advocate for the journal.

**Reports to:**
Medical director of publishing

**Responsibilities**

Working with and supported by the RCP publications team and the wider Communications, Policy and Research directorate, the editor-in-chief will lead the editorial board, chair editorial board meetings and may also act as an associate editor (inviting peer reviewers and making recommendations on manuscripts as part of the peer review process), with the following additional aspects:

- developing a strategy for the editorial direction of the journal (specifically to increase submissions and readership in the rapidly changing arena of healthcare policy)
- undertaking initial assessment of manuscripts and identifying suitable associate editors to undertake the peer review process
ensuring that journal content remains of high quality and relevance for the readership
scoping ideas for and commissioning articles, reviews and special or themed sections
chairing related activities including commissioning meetings and participating in internal strategy meetings where appropriate
helping with marketing, development and general promotion of the journal
fostering contacts in the wider medical community to source authors, guest editors, reviewers and general contributors
recruiting editorial board members, with the support of the RCP publications team
representing and promoting the journal at conferences and other medical events
working with colleagues in the RCP to ensure the financial viability of the journal
ensuring that ethical publishing standards are at all times adhered to in peer review and content planning.

Person specification

Essential:

- a personal profile commensurate with this level of post (consultant level in the NHS or equivalent standing), with strong leadership abilities
- a member or fellow of the RCP
- ability to assess articles and research for their relevance to the journal audience
- experience of writing and/or reviewing for scholarly journals
- good communication skills (written, telephone and face to face)
- ability to manage own workload and to work to deadlines
- experience of working interdependently within a team
- knowledge of the role of the RCP in UK and international medicine
- time available to undertake this role.

Desirable:

- working knowledge of standard journal publishing processes, including the peer review process and ethical responsibilities etc
- ability to lead and work within multidisciplinary teams.