



Deputy editor, Future Healthcare Journal

Terms of reference

Tenure: Three years

Time required: Approximately 2–3 hours per week

Remuneration: Voluntary with travel expenses covered

Job context: The *Future Healthcare Journal*, the RCP's newest peer-reviewed journal, was launched 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.

The deputy editor assists the editor-in-chief to shape the journal's future editorial strategy, commissions and reviews articles, and advises on the development of the journal.

Reports to: Editor-in-chief

Responsibilities

Working with and supported by the publications team and the wider communications department, the deputy editor will carry out the normal duties of an editorial board member (inviting peer reviewers, making recommendations on manuscripts as part of the peer review process and attending editorial board meetings) with the following additional aspects:

- helping the editor-in-chief develop the editorial direction and strategy of the journal
- working with the editor-in-chief, editorial board and journal staff to plan content, ensuring its quality and relevance for the journal audience
- scoping ideas for and commissioning articles, reviews and special or themed issues
- deputising for the editor-in-chief when there are absent or unavailable, undertaking initial assessment of manuscripts and identifying suitable associate editors to undertake the peer review process
- participating in related activities including commissioning meetings and internal meetings where appropriate

- helping with marketing, development and general promotion of the journal
- working with the editor-in-chief and managing editor to devise an appropriate strategy for fulfilling the editorial responsibilities and maximising the potential of the journal
- fostering contacts in the wider medical community to source authors, guest editors, referees, general contributors and board members
- representing and promoting the journal at conferences and other medical events
- ensuring ethical publishing standards are at all times adhered to in peer review and content planning.

Person specification

Essential:

- a fellow of the RCP or of equivalent standing within another healthcare profession
- knowledge of the role of the RCP in UK and international medicine
- ability to assess articles and research for their relevance to the journal audience
- experience of writing for and/or editing 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.

Desirable:

- working knowledge of standard journal publishing processes, including the peer review process and ethical responsibilities etc.

