

## **Recruitment for MANAGING EDITOR of the Probation Journal**

After 17 years as the Managing Editor of the *Probation Journal*, Emma Cluley is stepping down at the end of 2021 and we are therefore seeking a timely replacement for her so that there is a period of overlap. The Probation Journal has established itself as a nationally and internationally respected peer reviewed journal and it is now one of the world's longest established criminal justice journals. The Journal has now also developed a complementary *Issues in Community and Criminal Justice* (ICCJ) Monograph series

The role of Managing Editor will make a key contribution to maintaining and developing the Journal's importance and relevance to probation practitioners, managers and leaders in an ever-changing criminal and community justice environment. As such, this appointment provides an exacting but enjoyable and important opportunity for someone with an interest in probation practice and research to work as part of the Editor/Editorial Board team.

### **About the role**

The *Probation Journal* is owned by the National Association of Probation Officers (NAPO) and is published by SAGE. It is editorially independent, and the Editorial Board comprises practitioners and academics working and researching in the field of probation and community justice. The *Probation Journal* is published four times a year and Editorial Boards take place each quarter. Editorial boards are held either in person or on-line on pre-agreed dates. In-person meetings are held at venues in the United Kingdom (usually Sheffield, Liverpool, or Manchester). The Managing Editor is responsible for the coordination of the Editorial Boards, including the allocation of papers to board members for anonymised peer review, and for minuting the Board's decisions. The Managing Editor works closely with the Editor to manage the processing of articles through *ScholarOne* (Sage's online production platform). Although specific responsibilities are attached to the role, the Editorial Board operates collectively led by the Editor and the Managing Editor can expect significant personal support from its 11 members.

## Job Description

<b>Post title</b>	<b>Managing Editor</b>
<b>Responsible to:</b>	<b>Editor</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Role Purpose:</b>	The Managing Editor is responsible for the day-to-day operation of the Journal, acting as an initial point of contact with interested parties and individuals and works closely with the Editor and the Editorial Board to ensure the timely quarterly production of the Journal's peer reviewed content. Additionally, the Managing Editor is an active member of the Editorial Board in terms of the peer review process and involvement in decision-making. The role also provides the opportunity to develop dialogue between practice and research.
<b>Key Responsibilities</b>	
	<p><b>Organisation of Editorial Boards:</b></p> <ul style="list-style-type: none"> <li>▪ Allocation of papers and circulation to board members for review</li> <li>▪ Scheduling/Booking meeting venue (online or in person)</li> <li>▪ Circulation of meeting agenda and board papers</li> <li>▪ Minuting and communicating Editorial Board decisions</li> </ul>
	<p><b>Management of <i>ScholarOne</i> online submission system</b></p> <ul style="list-style-type: none"> <li>▪ Undertaking initial checks on all submissions to ensure conformity with the submission requirements of the <i>Probation Journal</i> (e.g., suitability of subject matter, word count).</li> <li>▪ Completing post-assessment checks on accepted papers (processing copyright and permission forms through the automated system).</li> <li>▪ Submitting papers through to publication via the online system.</li> </ul>
	<p><b>Production of the <i>Probation Journal</i>:</b></p> <ul style="list-style-type: none"> <li>▪ Production of copy-flow information and allocation of articles to issues in consultation with the Editor.</li> <li>▪ Liaison with Book Review Editor and author of In-Court content to ensure timely copy for inclusion journal issues.</li> <li>▪ Final checking of article and issue proofs prior to publication.</li> </ul>
	<p><b>External relations and Social Media</b></p> <ul style="list-style-type: none"> <li>▪ Organisation of occasional events to promote the journal and promotion of the journal on social media.</li> </ul>
	<p><b>Budgetary Management</b></p> <ul style="list-style-type: none"> <li>▪ Oversight of a small budget for meetings and events.</li> </ul>
	<p><b>Issues in Community &amp; Criminal Justice (ICCJ) Series</b></p> <ul style="list-style-type: none"> <li>▪ Support the Series Editor in the final production for publication of individual monographs</li> </ul>

## Person specification

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ The theory and practice of probation and its research basis</li> <li>▪ The criminal justice system</li> <li>▪ Wider systems of social welfare</li> <li>▪ Research methods</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent oral and written communication skills.</li> <li>▪ Ability to manage online tools and interfaces.</li> <li>▪ Time management and organizational skills to complete tasks effectively and on time</li> <li>▪ Ability to build relationships and collaborate</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Working within the criminal justice system, academic institutions and/or relevant Voluntary &amp; Community sector</li> <li>▪ Experience of contribution to journals/publication (writing, reviewing, administration).</li> </ul>	<p>Desirable</p> <p>Desirable</p>
<b>Attributes &amp; Values</b>	<ul style="list-style-type: none"> <li>▪ Absolute commitment to promoting equality and anti-discrimination in both Board processes and outcomes</li> <li>▪ Demonstrate personal integrity with colleagues and contributors by being open and honesty in all communications</li> <li>▪ Uphold the confidential basis of Board communications and discussions</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p>

## Conditions and Remuneration

The Managing Editor appointment is for a five-year period which can be subject to renewal. The position attracts a small annual remuneration, the terms of which will be discussed and agreed with the successful candidate.

To apply for this role please send a covering letter outlining your interest in the position and how you would meet the person specification for this role along with a CV to:

[nicola.carr@nottingham.ac.uk](mailto:nicola.carr@nottingham.ac.uk) by **10<sup>th</sup> September 2021**.

Shortlisted candidates will be invited for an online interview.