

Role:	Editor, The Sport and Exercise Scientist
Responsible to:	The BASES Board
Appointed by:	Appointments and Remuneration Committee
Overview:	The Sport and Exercise Scientist (TSES) is the official quarterly publication of the British Association of Sport and Exercise Sciences, available free to BASES members.
Main purpose of job:	To oversee the content and quality of the publications, ensuring that articles are topical, relevant, interesting and informative.

Key tasks:

- To prepare the editorial content, in collaboration with the Editorial Advisory Board, normally for a 32-page, A4 quarterly publication.
- To manage and convene a quarterly meeting of the Editorial Advisory Board (to review the previous issue and determine the content of this issue).
- To solicit appropriate articles from a variety of sources.
- To edit, proofread and rewrite copies supplied by authors.
- To liaise with the BASES MarComms Manager regarding advertising.
- To share the content of the next publication with the BASES Executive Director who will ensure the Board is aware of the topics and themes.
- To liaise with the BASES Executive Director for the BASES content of each edition.
- To liaise with the typesetter for the production of each publication.
- To liaise with all authors, the Board and BASES office staff to proof copy.
- To proof all final copy.
- To take responsibility to proceed to print.
- To ensure that all articles comply with ethical codes of practice and legal guidelines.

This Job Description sets out the main aspects of the job, but it should not be taken as a complete description of the role in its entirety.

Person specification:

Key skills, qualities, experience and attributes:

1. Understanding and familiarity with current issues within sport and exercise sciences.
2. An understanding of BASES and a passion for the long-term success of the Association.
3. Good degree (or equivalent).
4. Ability to identify potential hot topic articles and authors.
5. Ability to identify appropriate articles from a variety of expert sources.
6. Strong editing, proofreading, fact-checking, and attention to detail skills.
7. Excellent organisational, time management, communication (oral and written), interpersonal and writing skills.
8. Strong IT skills.
9. Ability to work closely with others in a team environment but also independently, to network and build relationships with potential authors and BASES members, and to achieve targets with tight deadlines.

Term of Appointment

1. It is hoped the successful candidate will be available to start in January 2021, to be part of the planning for the Summer 2021 publication.
2. A consultancy agreement will be established to commission the services of Editor of TSES. The initial appointment will be for one year with the option from both parties to extend or terminate the agreement.

Time commitment:

1. Attendance at quarterly Editorial Advisory Board meetings (normally four per year, lasting c. two hours each).
2. Possible attendance at one BASES Board meeting per year, to update the Board on current status and future thinking of the Editorial Advisory Board.
3. Available to promptly support any queries in between meetings, via email or conference call.
4. Each issue normally takes c. 7 working days. The main bulk of the work (c. 70-80%) is editing copies supplied by authors and preparing them for the typesetter.

Remuneration:

1. The consultancy agreement for the Editorial services relating to the publication of The Sports & Exercise Scientist is remunerated at £1,800 per publication.

Application Process:

Please attach a current CV (two-page maximum) along with two-page A4 supporting statement (maximum) as to how you evidence the Person Specification.

Email application, marked confidential, to Ian Wilson, BASES Executive Director (iwilson@bases.org.uk).

Key dates:

9 Nov '20	Post advertised
5 pm 27 Nov'20	Applications close
w/c 7 Dec'20	Candidates notified
c. 1 Jan'21	Candidate available to start to be involved with Summer'21 publication