The Bulletin – Trainee section editor

Role description

**Responsible to:** Bulletin Editor and Clinical Director for Publishing & Engagement

**Accountable to:** Bulletin Editor and Clinical Director for Publishing & Engagement

**Commitment:** This is a volunteer role for a term of 2 years, with a commitment of 1–2 days per month**.** The role is not remunerated.

# Introduction

The College has a key role in the professional aspects of pathology services in the development and delivery of healthcare. The College mission is to promote excellence in the practice of pathology and to be responsible for maintaining standards through training, assessments, examinations and professional development. Those holding roles at the College contribute to the maintenance and development of pathology services, and the quality of care that patients receive. All College volunteers are expected to abide by the College’s Code of Conduct.

# Purpose of the role

The Bulletin is the College’s membership magazine that caters for the interests of our diverse readership, provoking discussion and comment on topics across our 17 specialties of pathology. The Bulletin includes different sections, including a training section, which focuses on providing trainees with up-to-date information and a space to discuss issues specifically relevant to those in training. We are keen to develop this section further to ensure we are providing trainees with the content they need and are looking for a volunteer section editor to join our Bulletin editorial team. The post-holder will work with the Bulletin editor and Publishing team to gather ideas for articles, identify contributors and agree the final content for the training section of the Bulletin.

# Key duties

* Shape the Training section content of the Bulletin, ensuring that specialties, key issues and innovations are represented over the course of the year’s issues.
* Work with the Bulletin editor, Publishing team and Trainees’ Advisory Committee to identify topics for the Training section.
* Commission articles and features, and liaise with contributors over content.
* Edit all Training section content for scientific accuracy.
* Respond to commissioning queries from the Bulletin editor and Publishing team promptly.
* Give a pathologist’s eye view to the content and advise on queries.
* Attend Bulletin editorial meetings once a month.

Time commitment: The post-holder will be invited to attend the virtual Bulletin catch-up meeting once a month. Much of the other work can be done at a time to suit the role-holder and is likely to amount to around 6–8 hours per month.

# Trainee section editor

# Person specification

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| Requirements | Essential | Desirable |
| Knowledge / qualifications / experience |
| Trainee in active practice | ✓ |  |
| Not currently subject to any investigations related to professional performance or probity | ✓ |  |
| Previous experience of writing and editing for publication | ✓ |  |
| Interest in/experience of promoting awareness/understanding of pathology to a range of audiences  | ✓ |  |
| Interest in/understanding of publishing processes |  | ✓ |
| Skills / abilities |
| Ability to communicate effectively and develop effective working relationships with College colleagues and staff | ✓ |  |
| Excellent verbal and written communication skills | ✓ |  |
| Ability to make decisions and give guidance | ✓ |  |
| Personal qualities |
| Excellent interpersonal and communications skills | ✓ |  |
| Proven experience of working constructively as part of a team | ✓ |  |
| Flexible and proactive attitude | ✓ |  |
| Commitment to equality and diversity and understanding of how this would apply to own role and responsibilities | ✓ |  |