**Magazine Editor and Assistant Executive Officer**

**Tenure:**

Subject to regular review and appraisal

There will be an initial probationary period of 6 months.

The post is for two years in the first instance but may be subject to renewal or expansion.

**Financial implication:**

Agreed contract, terms and conditions and associated expenses

In the range £35000 – £37000 pro rata (depending on qualifications and experience).

**Meetings commitment:**

1. Annual magazine meeting
2. Steering group x 4 per year (currently)
3. National Executive Committee (NEC) x 4 per year
4. Other meeting by agreement with Steering Group members with regard to Association business
5. Internal and external business meetings and activities
6. Skype meetings both for the magazine and for the wider BATOD activity (eg conference)

**Responsible to:** Steering Group

Line manager: President

**Activities undertaken:**

1. Chair think tank discussion having invited external members; follow up any necessary contacts along with commissioning editor
2. Commission and follow up articles not within the overall Magazine theme
3. Collate, select and edit reports on association business
4. Overview reviews, regular pages eg President’s comments, ‘Representing you’
5. Support commissioning editors through regular contact and where necessary following up contacts
6. Edit commissioned (usually related to the theme) and non-thematic articles and other items prior to submitting to production manager
7. Make editorial decisions relating to location of articles within the magazine and decide on cover photo with production manager
8. Maintain liaison with production manager and advertising manager as necessary
9. Maintain links with printers
10. Receive and scrutinise all proofs and liaise with proofreading team; feedback comments to production manager
11. Send out complimentary magazines and thank you letters as appropriate
12. Ensure smooth liaison between printer, advertising manager and distributor
13. Write and distribute BATOD enewsletter on a twice termly basis.
14. Work closely with BATOD NEO regarding BATOD related business and activity.
15. Take an active role in supporting BATOD Conference Committee.
16. Write BATOD’s annual report for the AGM at the National Conference.
17. Support representation of BATOD at meetings of statutory and non-statutory bodies.
18. Undertake any reasonable professional duties as directed by Steering Group.
19. Deputise for the NEO

**Time commitment:**

as per contract

**job description updated February 2019**