The *Community Development Journal* (CDJ) is seeking a new part-time Editorial Assistant to support us in the production and promotion of the journal.

This is an hourly-paid role for a self-employed individual. It would be ideal for community practitioners/activists and/or postgraduate/postdoctoral researchers, and will mostly consist of remote-working. The role will be available from August 2022, with the editorial assistant initially contracted for a two-year period.

No previous experience of journal management is required. Training will be provided as necessary.

Contract

The level of work per week fluctuates with the volume of submissions to the journal.
As such, the Editorial Assistant will be contracted for 300 hours work per year (averaging 25 hours/month), with a review to take place at the 6-month mark.

Remuneration

The Editorial Assistant may claim £20.00 per hour worked, plus reasonable travel and accommodation expenses for occasional in-person meetings as agreed with the Editor(s).

Remuneration claims will be made through invoicing the CDJ Treasurer.

Essential and desirable qualities

We are looking for someone with the following qualities:
- Excellent attention to detail (Essential)
- Excellent English language and grammar skills (Essential)
- Highly organised (Essential)
- Friendly correspondence style (Essential)
- Commitment to social justice, diversity, and environmental sustainability (Essential)
- Familiarity with editorial/publication processes (Desirable)
- Familiarity with the field of community development (Desirable)

Training and professional development

Paid training will be provided at the start of the role in:
- The journal's Scholar One Manuscript Central portal
- CDJ style guide
- Anonymisation processes
- Further training can be requested if relevant

For more information on the expectations of the role, please see "Editorial Assistant activities", below.

To apply

Please send either an academic or standard CV detailing your work history, relevant experience, and skills. Please also include a cover letter (max. 1 page) which addresses the following questions:

1. What are your motivations for applying for this job?
2. What experiences and skills will you bring to the role?
3. When you would be available to start.

Please send these documents (in .doc, .docx, .odf, or .pdf formats) to Kirsty Lohman k.lohman@surrey.ac.uk. All submitted documents will be held securely in line with the Data Protection Act 2018 until the end of 2022 upon which they will be destroyed.

Dates

Deadline for applications: 5pm on 3rd July 2022.

Interviews will be held online: w/c 18th July 2022.

Work to commence as soon as possible, ideally in August 2022.

Editorial Assistant activities

Working with the Editor(s) to assist in their duties (excluding making decisions on articles):

- Provide administrative oversight to Editor(s) in operation of ScholarOne Manuscripts
- Meet regularly with Editor(s) to discuss the work of the Editorial Team
- Weekly check-in on progress of reviews on ScholarOne Manuscripts, progressing articles through the system
- Prepare articles for double-blind peer review, ensuring that they are appropriately anonymised and liaising with authors where relevant
- If appropriate, support the Editor(s) with the selection of reviewers for articles
- Act as a point of contact for authors and reviewers
- Liaising with authors and the Digital Domain Team on publication of articles in order to aid promotion and dissemination
- Attend meetings as requested, such as with the CDJ Board and Exec
- Other tasks, to be negotiated on an ad-hoc basis. For example, printing or scanning materials, proofreading, support in plagiarism investigations, training colleagues.

It is anticipated that the majority of the role will take place remotely. The Editorial Assistant must provide their own office space and use their own hardware (e.g. laptop/computer). Access to ScholarOne Manuscripts and the Community Development Journal will be provided. Travel expenses will be provided for any in-person meetings, along with accommodation if required.

The Community Development Journal

The Community Development Journal is an independent not-for-profit publication, disseminated by Oxford University Press (https://academic.oup.com/cdj). Since 1966 it has been the leading international journal in its field, covering a wide range of topics, reviewing significant developments and providing a forum for cutting-edge debates about theory and practice. It adopts a broad definition of community development to include policy, planning and action as they impact on the life of communities. We particularly seek to publish critically focused articles which challenge received wisdom, report and discuss innovative practices, and relate issues of community development to questions of social justice, diversity and environmental sustainability. The Journal is published four times a year and is circulated in over eighty countries.