

Voluntary Sector Review (VSR)

Vacancies for Practice Editor and Book Reviews Editor

The **Voluntary Sector Review** is looking for a new **Practice Editor** and a new **Book Reviews Editor**. These are voluntary roles which offer experience and responsibilities on an academic journal. The workload varies during the year but it will mostly fit in with your existing commitments.

Full details are below and do feel free to get in touch with the existing practice and book reviews editors (details below) if you would like to discuss informally what the roles entail.

Introduction to Voluntary Sector Review

The Voluntary Sector Review (VSR) was established in 2010. It publishes longer research articles, shorter policy reviews and practice papers, and book reviews. It is published three times per year. VSR is the journal of the Voluntary Sector Studies Network (VSSN), free to VSSN members, and is published by the Policy Press. UK studies in this field are growing, and the journal has attracted increased interest internationally, which we aim to expand further via our international advisory board.

Team of VSR Editors

An editorial team of 7 currently works collaboratively, while maintaining discrete roles for discrete areas: research papers, practice papers, policy papers or book reviews. Workflows are not constant: there are peaks in the work 3 times a year as deadlines for journal publication approach, which demands scheduling time across the year. As is common with academic journals, editors are not paid for this role but can be reimbursed for travel expenses to attend meetings.

Practice Editor - responsibilities

These include: encouraging and supporting the submission of articles; managing the editorial process via peer reviews and feedback to authors; contributing pro-actively to VSR's promotion; and contributing to the organisation of VSR through work with the editorial team and editorial management board. It will be important to maintain good contact with VSR's parent network, VSSN, through events and communication with colleagues.

(A) Encouraging articles

1. To encourage, solicit and support authors in submission of practice articles. This includes new and existing authors (practitioners, researchers, policy makers and academics)
2. To promote VSR and the practice section through networks, contacts, conferences and other media
3. To provide appropriate support and comment to prospective authors based on initial papers outlines/abstracts
4. To update and circulate guidelines for writing practice papers to appropriate prospective authors.

(B) Managing submitted articles - editorial process

5. To monitor submissions to the Practice Paper section of the on-line Editorial Management system, including
 - a. assessing and deciding on appropriateness for the practice section, whether to seek initial corrections or to send out for peer review (consulting other editors as appropriate)
 - b. selecting reviewers and managing feedback to authors
 - c. deciding on suitability of articles and when ready forwarding these to the overall editors for processing

(C) Organisation of the VSR

6. To attend and contribute to the Editorial Management Board meetings (one board meeting is held normally in January each year; and additionally there is one phone/skype conference call)

7. To respond to discussion and queries during the year with the Editorial Team, the Board and Policy Press.

Typical profile - a Practice paper editor would have

- Reasonable experience of working or volunteering in the voluntary sector/civil society arena
- Experience in research, research methods, academic writing and/or teaching in a relevant field
- Good collaborative and team work skills; ability to work independently
- Good interpersonal skills: able to engage in networks to promote submissions, and encourage individual papers; diplomatic and able to provide sensitive but clear feedback
- Good IT skills
- Qualifications to Masters or PhD level
- Ability to write clearly and succinctly
- Confidence to seek support from/ consult with colleagues on submissions and on the on-line system.
- Some experience of editing papers
- Appreciation of differences between different sections of the journal
- Commitment to the practice section

As a 'job share', the responsibilities of practice editor are currently covered across two job sharers.

Want to know more?

You are welcome to speak to the current Practice Editor informally if you would like to discuss the role further. Please contact Chris Dayson (c.dayson@shu.ac.uk) who will be pleased to talk to you.

Book Reviews Editor

Responsibilities

These include: keeping abreast of recent publications of academic books and receiving books from publishers; commissioning reviews from a diverse network of reviewers; managing the editorial process by providing feedback to and supporting review authors; contributing pro-actively to VSR's promotion; and contributing to the organisation of VSR through work with the editorial team and editorial management board.

Typical profile – the Book Reviews editor would have

- Reasonable experience of working or volunteering in the voluntary sector/civil society arena
- Good collaborative and team work skills; ability to work independently
- Good interpersonal skills: able to engage in networks to commission reviews, and able to provide clear feedback
- Good IT skills
- Confidence to seek support from/ consult with colleagues on submissions and on the on-line system.
- Some experience of editing papers
- Appreciation of the differences between different sections of the journal.

Want to know more?

You are welcome to speak to the current Book Reviews Editor informally if you would like to discuss the role further. Please contact James Rees (james.rees@open.ac.uk) who will be pleased to talk to you.

To apply

The **deadline for applications is 10th January 2019**. Applications should be sent to: d.kamerade-hanta@salford.ac.uk.

Applicants should have experience of research, research methods, academic writing and /or teaching in a relevant field, as well as experience of working or volunteering in the voluntary sector/civil society arena.

All applicants are asked to provide a short CV highlighting relevant experience.

Applicants for Practice Editor should also provide a brief account of their strategic plans to maintain and develop the VSR's Practice Section.

Prospective applicants are welcome to contact **the current Practice Editor** (Chris Dayson - c.dayson@shu.ac.uk) and **Book Reviews Editor** (James Rees - james.rees@open.ac.uk) informally to discuss the roles further.

Prospective applicants may also contact other members of the selection committee:

Daiga Kamerade, **Chair of the Editorial Management Board** (d.kamerade-hanta@salford.ac.uk)

Rob Macmillan, **Editor** (rob.macmillan@shu.ac.uk)

Julia Mortimer, **Publisher** (julia.mortimer@bristol.ac.uk)

Shortlisted candidates will be interviewed by the Selection Committee.