

Job description & person specification

Job Title:	Publications Coordinator (Part Time 0.6 FTE/Remote)
Reports To:	Director of Communications
Direct Reports:	None
Salary:	£24-26k (depending on experience) pro rata 0.6 FTE (£14.4k -£15.6k)
Date:	July 2024

Key Purpose of the Role:

To manage the production schedule, online publication and dissemination of our online and print journals to our members and subscribing organisations, ensuring key milestones are met.

Main Roles and Responsibilities:

Project Management:

- Main role is to oversee production process from pre-production through to publication and dissemination of our main journals Primary Science (PS) x3 per year and School Science Review (SSR) x3 per year + in-depth articles.
- The role will also support the Editors of the Journal of Emergent Science (JES) and Science Teacher Education in helping them to upload and disseminate content via our website

Journal Content Coordination:

- Liaise with the Journal Editors, editorial boards, ASE communications colleagues and printers to agree publications schedule for two main flagship ASE journals (PS and SSR)
- With direction and support from Editors, coordinate process for content submissions and publication of SSR and PS ie from issuing call for papers, ensuring articles are peer reviewed, copy edited, sent through to designers/typesetters and finally onto our printers.
- Oversee process of peer review for SSR, liaising with authors, peer reviewers and editors as appropriate.
- Maintain an accurate list of peer reviewers for SSR.
- Provide administrative support to all journal editors as needed.
- Handle enquiries from authors and membership on journal-related matters, including sending occasional copies of journals.
- Manage journal copyright requests.
- Collaborate with team members to ensure timely delivery of advertising artwork, coordinate booking of advertising space, manage advert submission webforms, and maintain up-to-date online information on prices and specifications.

Production, Publication and Distribution:

- Liaise with printers and distributors to ensure cost-effective print and despatch of SSR and PS.
- Ensure timely publication of articles and content online – ie upload Journal PDFs, and

articles on website.

- Maintain journal mailing lists within our database and issue mailings when new content is available online
- Work with the journal editors to identify lead stories for promotion via email and social media.
- Monitor key performance indicators of journals including downloads and subscriptions levels, monitoring numbers for print

Journal Subscriptions:

- Record all Library subscription data and address day to day administrative queries of Journal subscribers (libraries and individual members)
- Liaise with Agencies (e.g Ebsco) for journal subscriptions
- Deal with claims from agencies and direct subscribers
- Maintain library portal on ASE website monitoring for technical issues that may arise

ASE Books:

- Process orders for ASE's bookshop ready for timely despatch
- Update of website with any price changes / out of stock notices
- Work with communications team on any promotions for remaining stock
- Attend ASE's annual conference in January (9-11 at University of Nottingham in 2025) and help with setup and selling of stock (time off in lieu given)

General Duties:

- Answering the office telephone during usual working hours (calls are routed through online call system).
- Attend the monthly team meeting (these will be held both remotely and up to 6 times per year face to face) and provide updates on publishing and journal activity.
- Act as Secretariat to Publications Group, circulating the agenda and minutes (meets 3 times per year) - for which guidance is given.
- The job holder may undertake additional tasks not specifically listed in the job description, as reasonably requested.

Other Information:

- The role will be part-time (22.5 hrs/week) hours may be worked flexibly over the week. Term Time hours will be considered.
- Primarily home-based with occasional requirement to face to face meetings.
- May require occasional overtime to meet project deadlines for which TOIL may be claimed.
- Able to attend for all or in part the ASE Annual Conference which takes place in early January each year – reasonable adjustments for attendance may be made
- Ensure compliance with legal and regulatory requirements, health & safety, data protection, copyright and licensing, security, financial and other ASE procedures and codes of conduct.
- This job description will be reviewed from time to time and may be changed to reflect changing business needs.
- Training and support will be provided – this role may suit someone in their early career.

Person Specification:

Qualifications:

Essential

- Maths and English GCSE or equivalent at Grade C minimum or professional experience which evidences strong written communication skills and numeracy

Experience:**Essential**

- Some experience of project management or publications co-ordination and/or administration
- Experience working effectively in small, agile teams but on own initiative and independently as required

Desirable

- Experience providing a high level of customer service to multiple stakeholders
- Experience of working with typesetters, designers and print production
- Some understanding of working in a membership organisation

Knowledge and Ability:**Essential**

- Technical proficiency with hands-on skills using software such as Microsoft 365, Excel and Word.
- Ability to work to deadlines and manage conflicting priorities.
- Excellent written and verbal communication skills.
- Ability to deal confidently with internal and external contacts at all levels of seniority.
- Attention to detail.
- Some experience and confidence with updating of website Content Management Systems and Customer Relationship Management databases.

Desirable

- Understanding of the educational landscape and audience
- Knowledge of the publishing industry and/or book sales.
- Proactive approach to opportunity finding and problem solving.