



Job Description - Newsletter Editor

February 2020

The quarterly member newsletter currently includes topical articles, comments and letters and is produced in January, April, July and October. The RES website provides online access to newsletters from the past five years.

Main Objectives

Working closely with the Communications & Engagement committee and RES staff, the Newsletter Editor will be responsible for securing appropriate and sufficient content for each issue. They will oversee a relaunch of the newsletter, working with the committee and staff to develop appropriate new features and an updated design. The Editor will begin this work during 2020, with the first issue of the updated newsletter appearing in early 2021.

Key Responsibilities

1. Work with the RES committee and staff to agree future direction of the newsletter from 2021
2. Work with a designer to develop a fresh new format for the newsletter, in line with the RES brand guidelines
3. Ensure appropriate and sufficient content for each issue, with a balanced mix of items relevant to the readership
4. Work with staff to provide author guidelines
5. Provide editorial oversight of the newsletter from submission to publication
6. The production process will involve initial working with a designer with admin support from the RES office
7. A modest honorarium will be provided with the role

Skills & Experience:

- Background in economic research and a desire to work with the economics community
- Excellent written communication skills
- Experience in copy-editing and checking proofs
- Excellent contact network amongst economists
- Proven ability to prioritise own workload and to meet agreed deadlines
- Understanding of production software to generate newsletters would be advantageous but is not essential