



## **MISCELLANY – EDITOR**

### **ROLE SPECIFICATION**

The Editor will report directly to the Chief Executive, but be responsible to the Membership Committee.

#### **Job Purpose**

To be responsible for:

- Producing four copies of Miscellany per year, one issue focusing on High Court
- Attending High Court, the Court Secretaries Conference, Southern and Northern Conferences and the High Chief Ranger's annual dinner in order to produce reports of the events
- Attending Court events at the invitation of the Court Secretary in order to compile a report
- Collating submitted articles into an appropriate layout ready for printing
- Liaising with printing and distribution company
- Liaising with Marketing and Compliance Departments with respect to content and distribution
- Control distribution of Miscellany
- Liaise with Courts to ensure Miscellany is fit for purpose

#### **Hours/Salary**

- Estimated 500 editorial hours required per annum (including attendance at above events)
- Rate of pay £20 per hour, £10,000 per annum
- To be based at Head Office, Southampton

#### **Criteria/Experience**

- Member and knowledge of the Society
- Previous experience of producing magazine/printing
- Able to travel to events
- Good knowledge of written English
- Must be able to fulfil role with regard to any existing positions