

Insider Imprint: Brief description of Roles

All roles require a lot of coordination with the rest of the team & therefore regular attendance at team meetings (roughly once a fortnight) and engagement with SLACK and TRELLO. Some roles may be taken by more than one individual, and other smaller roles may be combined into one team members workload.

Marketing & Communications Manager

- Manage main email account
 - Point of contact between students and journal team
 - Manage mailing lists
 - Send general information emails to mailing list
 - Respond to queries
 - Assist student submissions with clear problems (i.e. no submission form)
 - Forward submissions to editors email & keep students informed of next steps in process
- Newsletter lead
- Marketing lead
 - Promotional event organisation
 - Purchase of promotional materials
 - Networking

Social Media Manager

- Manage social media accounts
 - Regular general posts
 - Advertise events/ important dates etc
 - Increase web presence
 - Manage advertising campaigns

Outreach Manager

- Recruiting/liaising with undergraduate reps
- Manage buddy/shadowing program
- Manage public engagement activities eg school competitions
- Create, update and maintain courses provided by journal
 - E.g. writing clinics

Peer-Review Manager

- Recruit peer-reviewers
- Maintain a database with peer-reviewer details
- Monitor and update peer-review training module
- Answer enquiries
- Keep editors informed of status of peer-reviewers, and provide assistance with selecting appropriate reviewers for articles.

Editors

- Monitor editor email account
- Meet regularly to discuss submissions
- Initial review of submissions
 - Fill in initial review form, designed to flag up any problems
 - Make decisions on submissions and feedback to student
 - Non-research articles: provide feedback to students
 - Research articles: divide articles between editor team based on specialisation, source & liaise with peer-reviewer, monitor feedback and then return to student with advise on how to approach any changes/peer-reviewer comments.

Recruitment Manager

- For the PhD Journal team
- Job descriptions, advertisement, interview arrangements ...
- Also for undergraduates for shadowing roles once arranged (to work with outreach Manager on this)

Content Manager

- Overview & organise content
- Identify themes
- Manage commissioned content, including contacting contributors & reviewing/editing content
- Planning special features

Artistic & Production Manager

- Source artwork for submissions and general
- Design of materials such as posters
- Manage journal style
- Overview typesetting
- Organise printing

Website Manager

- Manage website
 - Keep up-to-date
 - Keep team trained in use website
 - Make improvements such as a better link to social media, including a news feed, better layout etc.
 - Currently using squarespace – open to suggestions for alternative platform if an applicant has specific expertise.

Secretary

- Schedule meetings
- Compile & Circulate agenda
- Minutes

Finance Manager

- Keep record of finances
- Make orders
- Manage sponsorship bids