

# Job Description

<b>Job Title</b>	Publishing Coordinator
<b>Salary</b>	£18,000 – £22,000
<b>Location</b>	Harbour House, Colchester
<b>Start date</b>	As soon as available
<b>Accountable to</b>	Communications Manager
<b>Accountable for</b>	N/A
<b>Working with</b>	Communications Department, all staff

## ■ About the role

You will ensure the effective running of our world-class publishing programme by supporting the work of our editors (international academics); providing a key liaison point with our publishing partners; and coordinating all 'internal' publicity at our conferences and through bespoke marketing campaigns.

You will look after our prestigious prizes, overseeing all aspects of the nomination, judging, and awarding processes and coordinating all related publicity.

You will contribute to the overall work of the Communications team, supporting members as and when needed to ensure ECPR always provides outstanding service to members, supporters, and other stakeholders.

Although the role has traditionally been office-based, throughout the current pandemic the ECPR team has been predominantly home-based. ECPR has worked hard to ensure systems are in place to appropriately support the physical and mental wellbeing of staff during remote working.

**Application deadline 17:00 BST, Friday 21 May**

## ■ About you

You will be a highly organised self-starter with excellent organisational skills and meticulous attention to detail. You will have exceptional written and verbal communication skills and be experienced in working with a diverse range of internal and external stakeholders. The ability to thrive in a fast-paced, creative environment, managing numerous projects and deadlines is essential – as is the ability to work equally effectively autonomously, collaboratively and under supervision.

This is a key role within the department, requiring solid administrative skills but with scope for creativity and project-based working. Since the role is primarily supporting the publishing programme, some experience or knowledge of scholarly publishing would be advantageous but not essential; candidates that can demonstrate enthusiasm and commitment to developing within the role will be evaluated strongly.

**Queries about the role? Please contact ECPR Communications Manager, [Rebecca Gethen](#).**

**To apply, send your CV and application statement addressing your suitability for the role to [recruitment@ecpr.eu](mailto:recruitment@ecpr.eu).**

# Duties and responsibilities

**This job description is subject to review to ensure it reflects the strategic direction and business requirements of ECPR.** Last reviewed: May 2021

Duties and responsibilities	Measure of performance
<b>■ General</b>	
Provide full administrative and operational support to the ECPR publishing programme	<i>The publishing programme runs smoothly and effectively in all areas</i>
Act as first point of contact with ECPR for all editorial teams (including editors and publishers) and the wider community related to the full publishing programme	<i>Providing excellent customer service appropriately and effectively directing queries, following up until they are resolved</i>
Monitor the term dates and contractual agreements with all editors, coordinating the search and selection process as and when necessary, from drafting the advert through to issuing contracts	<i>Editors replaced as and when needed to ensure continuity and all ECPR contractual obligations met</i>
Keep all editor records up to date for the Finance Department for payments and the PSC for review and recruitment	<i>Records are accurate and up to date at all times</i>
Coordinate the 'meet the editor' slots at ECPR events/activities	<i>Suitable slots provided for those that need them</i>
Develop and coordinate all publications-focused roundtables and sessions (both editor and publisher-led) at ECPR events/activities	<i>All opportunities are maximised for publishing-focussed events and activities</i>
Organise the annual Publications Retreat at Harbour House – coordinating scheduling, hotel and restaurant bookings and the running of the event on the ground	<i>An effective and efficiently run meeting at Harbour House which accommodates all editorial teams and the PSC</i>

<p>Organise all other elements of virtual and online reporting/collaboration with editors and publishers</p>	<p><i>An effective and efficiently run online meeting which accommodates all editorial teams and the PSC</i></p>
<p>Provide administrative support for the Publications Subcommittee</p>	<p><i>Board packs and all related paperwork produced and shared with all stakeholders in advance of meetings, as per ECPR protocols; accurate Minutes of all meetings taken with action points shared and monitored for completion before the next meeting; maintenance of all meeting records as per ECPR protocols</i></p>
<p>Work with the Marketing Coordinator on the development and implementation of the annual Marketing Plan in all areas related to publishing – liaising with the editors and publishers where necessary</p>	<p><i>Ensure all ECPR publications are marketed and publicised appropriately, effectively and using all means and channels available.</i></p>
<p>Develop and coordinate the exhibition of publishers and software vendors at the General Conference each year</p>	<p><i>Maximise impact for all exhibitors, leading to satisfaction, repeat business and growing revenues</i></p>
<p>Coordinate and oversee the nomination, evaluation and awarding of all ECPR prizes – ensuring all procedures and policies are followed during the judging process and coordinating all publicity for winners (including video and social media, etc.)</p>	<p><i>Prizes awarded on time and as per ECPR protocols each year with fully transparent and thorough reporting and all publicity opportunities maximised</i></p>
<p>Compile the annual Gender Study and oversee the production and publicity for it</p>	<p><i>Accurate data is collected, compiled and analysed then published and publicised to agreed standards and plans</i></p>
<p>Attend events, functions and meetings representing ECPR and its interests. This may involve foreign travel and overnight stays away from home</p>	<p><i>Conducts themselves professionally at all times</i></p>

■ Other tasks and requirements

<p>To undertake any other duties commensurate with the purpose and remit of the post</p>	<p><i>Team spirited and willing to help others</i></p>
<p>To embrace our corporate values, mission and vision in everything we do</p>	<p><i>Professional conduct in all interactions</i></p>
<p>To follow the ECPR's Health and Safety policy. Under Health and Safety legislation, all employees have a duty of care to act responsibly so as not to endanger themselves or others</p>	<p><i>No avoidable accidents</i></p>

# Person Specification

<b>Job Title</b>	Publishing Coordinator
<b>■ Education and training</b>	
Suitable literacy and numeracy qualifications	<b>Essential</b>
Willingness to undertake training and continuing professional development	<b>Essential</b>
<b>■ Experience</b>	
General administration in a busy office environment	<b>Essential</b>
Meeting organisation and minute taking	<b>Essential</b>
<b>■ Abilities and competencies</b>	
Good working knowledge of Microsoft Office, particularly Word, Excel, Teams, PowerPoint	<b>Essential</b>
Good working knowledge of online meeting platforms, such as Teams and Zoom	<b>Essential</b>
Excellent organisational skills	<b>Essential</b>
Ability to work both under close direction for completion of specific tasks, and autonomously on self-led projects bringing in other internal and external stakeholders where necessary	<b>Essential</b>
A working knowledge of health and safety practices	<b>Desirable</b>
<b>■ Other requirements</b>	
Excellent communication skills, both written and verbal	<b>Essential</b>
Flexible approach to working hours and arrangements	<b>Essential</b>
Prepared to act as a key holder	<b>Essential</b>
To be committed to the principles of equal opportunities and diversity	<b>Essential</b>
To have a clear understanding of and commitment to the vision and mission of ECPR	<b>Essential</b>
Knowledge of the higher education sector and academic profession in Europe	<b>Desirable</b>
<b>■ Our corporate values</b>	
To be committed to and understand ECPR's values as they apply to your role and the work you do	<b>Essential</b>

**The above information will be used as part of the shortlisting process.**



