Trainee Editor Role – Voluntary post

Purpose of role

The Trainee Editor will support the journal as a member of the BJPsych International Editorial Board (see separate job description).

The role will involve:

- promoting submissions to the journal from medical students and psychiatry trainees worldwide
- encouraging articles that focus on international mental health work, particularly articles for the journal’s Global Echoes section, by approaching relevant networks and utilising College links
- handling relevant articles via the online system and identifying suitable reviewers where necessary
- collaborating with the journal digital content editors by, for example, suggesting potential contributors for podcasts and videos

Contacts and College committees

The role will require close contact with College staff from the Publishing Team within the Strategic Communications Department, particularly the BJPsych International Managing Editor.

The Trainee Editor will report to the Editor-in-Chief of BJPsych International, who has the final say over all content in the journal.

Time commitment

It will be up to the post-holder to decide how to approach the role – for example, brief weekly sessions or longer monthly sessions. They will be expected to attend at least one Editorial Board meeting a year and it is possible to join by telephone.

Term of office

The term of office will be 1 year initially, with the view of extending for another 2 years.

Travel and subsistence

Travel and subsistence expenses will be reimbursed in accordance with College policy, subject to approval. No other remuneration is available for this post.

If a complaint is made against a holder of an elected or appointed office under the College’s Disciplinary and Complaints Procedure and that complaint is upheld, they may be subject to the courses of action set out in the Procedure. Such courses of action may include, but are not limited to, removal from College office, or offices.