

## **Division Newsletter Editor Job Description**

<b>JOB TITLE:</b>	Division Newsletter Editor
<b>TERM OF OFFICE:</b>	Appointed for 4 years
<b>RESPONSIBLE TO:</b>	Division Chair
<b>WORKING WITH:</b>	Division Manager, Executive Committee Chair and members, Event leads and contributors
<b>TIME COMMITMENT:</b>	One day per month and attendance at Executive Committee meetings.

### **OVERVIEW:**

The newsletter is intended to be a communication for all members to contribute articles, air their views on current issues, advertise events and share a whole range of useful information with colleagues in the South Eastern Division.

The Newsletter is an in-house publication in that it is distributed by the staff in the Division office to all members in South Eastern Division via email – a total circulation list of just under 2000 members.

### **JOB PURPOSE:**

To publish an eNewsletter three times a year, usually in spring and autumn prior/before the biannual meetings, and at Christmas. Articles for the newsletter are provided by Executive Committee members, the wider Division membership and other sources.

### **KEY RESPONSIBILITIES:**

1. To uphold and promote the College values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.
2. To encourage various contributors, such as members of the Executive Committee, the wider membership of the Division, trainees (who do not need to be members of the College), patients, carers, poets and other sources to provide articles and relevant information.
3. To arrange for a member of the Executive Committee to prepare a review of the Spring and Autumn Academic Conference as well as encouraging

members who attend to provide comments if they wish to, either anonymously or otherwise.

4. To work closely with the Division Manager who is responsible for the design and layout of the publication.
5. To work closely with leads to ensure that future conferences and events are appropriately advertised with sufficient information to attract the maximum attendance.
6. To edit all articles prior to publication to ensure that they are appropriate, relevant acknowledgements are made, photo consent is received and copyright laws are not infringed, as well as checking on style and content before publication.
7. To finalise and agree the final content/layout and write the editorial in each issue.

### **PERSON SPECIFICATION:**

#### **Essential**

1. Must be a Member, Fellow, Specialist Associate or Affiliate
2. Excellent organisation skills
3. Have excellent written and verbal communication skills
4. Have an interest in psychiatric current affair

#### **Desirable**

1. Previous experience of editing publications

#### **Our Values and Behaviours**

The College promotes a culture that is positive, empowering and enabling, in a way that promotes an excellent member and staff experience, as well as excellence in psychiatry and wider mental health services, for the benefit of patients.

The culture of the College is underpinned by our C.I.R.C.L.E. values.

#### **Courage**

- Champion the specialty of psychiatry and its benefits to patients
- Take every opportunity to promote and influence the mental health agenda
- Take pride in our organisation and demonstrate self-belief
- Promote parity of esteem
- Uphold the dignity of those affected by mental illness, intellectual disabilities and developmental disorders.

#### **Innovation**

- Embrace innovation and improve ways to deliver services
- Challenge ourselves and be open to new ideas
- Seek out and lead on new, evidence-based, ways of working

- Have the confidence to take considered risks
- Embrace the methodology of Quality Improvement to improve mental health services and the work of the College.

### **Respect**

- Promote diversity and challenge inequalities
- Behave respectfully – and with courtesy – towards everyone
- Challenge bullying and inappropriate behaviour
- Value everyone’s input and ideas equally
- Consider how own behaviour might affect others
- Respect the environment and promote sustainability.

### **Collaboration**

- Work together as One College – incorporating all members, employees, patients and carers
- Work professionally and constructively with partner organisations
- Consult all relevant audiences to achieve effective outcomes for the College
- Work together with patients and carers as equal partners
- Be transparent, wherever possible and appropriate.

### **Learning**

- Learn from all experiences
- Share our learning and empower others to do the same
- Value and encourage personal feedback
- Use feedback to make continuous improvements
- Create an enabling environment where everyone is listened to, regardless of seniority
- Positively embrace new ways of working.

### **Excellence**

- Deliver outstanding service to members, patients, carers and other stakeholders
- Promote excellent membership and employee experience
- Always seek to improve on own performance
- Promote professionalism by acting with integrity and behaving responsibly
- Demonstrate accountability in all that we do
- Uphold the College’s ‘Core Values for Psychiatrists’.

February 2021