

## **DIVISION NEWSLETTER ASSOCIATE EDITOR JOB DESCRIPTION**

<b>JOB TITLE:</b>	Division Newsletter Associate Editor
<b>TERM OF OFFICE:</b>	4 years
<b>RESPONSIBLE TO:</b>	South West Division Newsletter Editor
<b>WORKING WITH:</b>	South West Division Manager, Newsletter Editor, Executive Committee Chair and Members, event leads and various contributors
<b>STATUS:</b>	Voluntary member of South West Division Editorial Group following advertisement on College website and equal opportunities interview
<b>TIME COMMITMENT:</b>	0.5 days per month (flexible)

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### **JOB PURPOSE:**

To assist and deputise for the Newsletter Editor in respect of the production of the Division's in-house eNewsletter to around 1,150 members, twice yearly, by collating and selecting news articles from around their local region within the South West Division. The eNewsletter 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 West Division.

### **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 assist with the preparation of a review of the local biannual meeting 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 contribute and edit local 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.

## **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 affairs

### **Desirable**

1. Previous experience of editing publications

## **THE COLLEGE 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'.

May 2021