

The Royal College of Psychiatrists e-Newsletter Editor Job Description

JOB TITLE:	e-Newsletter Editor
TERM OF OFFICE:	4 Years
RESPONSIBLE TO:	Divisional Chair
WORKING WITH:	Divisional Staff and Executive Committee
TIME COMMITMENT:	No less than 0.5 PA per month

The RCPsych West Midlands Division aims to publish an e-newsletter twice yearly, usually in spring and autumn. Articles are provided by Executive Committee members, the wider Division membership and other sources. It is an in-house, online publication, which is distributed to 1100+ members in the West Midlands Division.

The e-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 Division.

Articles that are considered include:

- Review of recent literature
- Past and upcoming events
- Opinion pieces/reflections
- Creative contributions (i.e. photographs, artwork, poetry)
- Research/Audits/QI projects
- Special interests within Psychiatry

However, these article types are by no means exhaustive.

The e-newsletter editor is a member of the Executive Committee who is responsible for:

- Encouraging 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); service users; carers and poets etc to provide articles and relevant information.
- Working closely with the Division Manager who is responsible for the design and layout of the publication.
- Editing all articles prior to publication to ensure that they are appropriate, any relevant acknowledgements are made and copyright laws are not infringed, as well as checking on style and content before publication.
- Finalising and agreeing the final content/layout and writing the editorial in each issue.

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 behaviors
- Value everyone's input and ideas equally.
- Consider how own behaviors might affect others.
- Respect the environment and promote sustainability.

Collaboration

- Work together as One College – incorporating all members, employees, patients and careers
- Work professionally and constructively with partner organization's
- Consult all relevant audiences to achieve effective outcomes for the College.
- Work together with patients and careers 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, careers 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'.