

Job vacancy

● Editorial Assistant for RGS-IBG Journals (Part time 0.4 FTE, six-month fixed term contract)

The Society

The Royal Geographical Society (with the Institute of British Geographers) is the learned society and professional body for geography and geographers. It is also a charity and a membership organisation. The Society was founded in 1830 and has been one of the most active of the learned societies ever since. It was pivotal in establishing geography as a teaching and research discipline in British universities and continues to play a key role in geographical and environmental education.

The Society is a leading world centre for geographical learning – supporting education, teaching, research, professional practice, and scientific expeditions, as well as promoting public understanding and enjoyment of geography and providing advice to policymakers.

The Society has an international membership of approximately 15,000, 33 specialist research groups, and a programme of activities that extends far beyond its membership to broad engagement with more than three million people per year. Over 200 lectures, conferences and other events are organised each year including a major four-day Annual Conference, a programme of popular lectures, professional development for geographers, and policy-related discussions.

The Society also publishes under contract, scholarly journals and the popular *Geographical* magazine. It empowers others through a programme of grant-giving in support of research, fieldwork and expeditions, and teaching. The Society's information resources include its historic geographical Collections of maps, images, books, manuscript archives and artefacts.

The Society offers professional accreditation to members through Chartered Geographer status.

The Society is based in a listed building in its own grounds in Kensington opposite Hyde Park, and operates nine regional branches in the UK and two overseas. There are 54 permanent full-time staff, together with part-time, temporary and volunteer staff.

Applicants are strongly recommended to familiarise themselves with the current work of the Society set out on our website: www.rgs.org

The position

The Royal Geographical Society (with The Institute of British Geographers) seeks an Editorial Assistant to support the publication of its academic journals.

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This is an exciting opportunity to develop a greater understanding of the academic peer review and publishing process and provides an excellent opportunity to work with the academic community.

The role is ideally suited to someone with very strong organisational and communication skills and an understanding of and interest in contemporary academic geography.

Salary and application details

This is a part time (0.4 FTE), six month fixed-term post subject to successful completion of a probationary period of six weeks. The salary range for this post is £30,065-£31,740 per annum (pro rata to £12,026-£12,696 per annum) depending on experience and qualifications. There are options for home working.

There are a range of benefits at the Society which include the following:

- For this role a 14-hour working week with core working hours between 10.00am and 4.00pm.
- Flexible working arrangements with home working possible.
- 25 days annual leave per annum plus public bank holidays for full time staff, pro rata to 10 days per annum.
- Society closure between Christmas and New Year, in addition to the basic annual leave allowance.
- Pension scheme - 3% employee, 7.5% employer.
- Group Life Assurance at four-times basic annual salary.
- Corporate eye care vouchers.
- Cycle to work scheme.
- Free 24-hour Employee Assistance helpline with available counselling support.

The Society aims to be an equal opportunities employer. We strongly encourage applicants from those traditionally underrepresented in the geographical discipline.

To apply please email HR@rgs.org with a copy of your CV and a covering letter explaining your suitability for the post and how you fulfil the selection criteria, along with the monitoring form.

Applications must be received by **9.30am, 11 December**. Interviews are planned to take place in the week commencing 15 December.

We thank, in advance, all candidates for applying and regret we are unable to write separately to those who are not selected for interview.

Persons reporting: None

Salary: £30,065-£31,740 per annum (pro rata to £12,026-£12,696 per annum)

The Society publishes five peer-reviewed geography journals, four of which are managed by the Society's Managing Editor: *Transactions of the Institute of British Geographers (TIBG)*, *The Geographical Journal*, *Area*, and *Geo: Geography and Environment*.

The journals are published with Wiley, and in late 2025 they are moving to a new online review system – Research Exchange. The new Editorial Assistant will report to the Managing Editor for publications.

- To provide administrative support for the transition from ScholarOne to Research Exchange screening and review platform.
- Six-month fixed term contract in the first instance.
- Two days per week, with a preference for working on Monday and Tuesday.

- Screen and process submitted papers and communicate with authors to ensure correct formatting, anonymity, word length, responses to reviewers.
- Screen for AI-generated submissions and references and liaise with Managing Editor to ensure papers meet ethical publishing standards for consideration.
- Maintain a record of all submitted papers in an Excel spreadsheet format (already established).
- Screen accepted papers and communicate with authors to ensure corrected files are uploaded for production.
- Send post-publication emails to reviewers and authors.
- Support the Managing Editor in setting up new workflows for Research Exchange.
- Potential for supporting with finding and inviting peer reviewers.

The following are the requirements for this post. These are the criteria against which candidates will be shortlisted and judged, and it is in your interest to ensure that you cover each of these areas in the covering letter of your application.

- A degree or equivalent in geography, with a demonstrable knowledge of contemporary academic geography.
- An interest in scholarly publishing.
- Basic familiarity with Excel.
- Experience of writing for different audiences and of proofreading.
- Strong organisational and administrative skills, with previous office experience.
- Systematic approach to tasks, with a demonstrated ability to follow through and complete tasks to a high quality successfully with the ability to meet deadlines.
- Experience of multi-tasking working efficiently under pressure.
- Excellent attention to detail.
- An ability to work independently and as part of a team.