Job vacancy

Royal Geographical Society with IBG

Advancing geography and geographical learning

Editorial Assistant

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 16,000, 31 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 66 permanent staff, together with 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 RGS-IBG publish five peer-reviewed geography journals, four of which are managed by the RGS-IBG Managing Editor: *Transactions of the Institute of British Geographers (TIBG), The Geographical Journal*, *Area,* and *Geo: Geography and Environment.* The Society also publishes an

open-access Book Series with LSE Press, the blog *Geography Directions* and a series of guides and advice on publishing.

The editorial assistant will report to the Managing Editor of Academic Publications, providing support for this suite of publications.

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 and interest in contemporary academic geography.

Salary and application details

This is a permanent, full-time post subject to successful completion of a probationary period of three months. The salary range for this post is £31,200- £32,930 per annum depending on experience and qualifications. The post is based in Kensington, London.

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

- Full time working week of 35-hours with core working hours between 10.00am-4.00pm.
- Flexible working arrangements are available with a mix of office based and home working.
- 25 days annual leave per annum plus public bank holidays.
- 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.
- Free annual eye test.
- Free annual flu vaccination.
- Cycle to work scheme.
- Free 24-hour Employee Assistance helpline with available counselling support

The Society aims to be an equal opportunities employer. Applicants must have the right to work in the UK. The Society is unable to offer work visa sponsorships. We are committed to building an inclusive team and strongly encourage applications from those people who are 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 **23 November 2026 at noon**. Interviews are planned to take place on **2 or 3 December 2026**. The interviews will also include a task.

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

Job description for the post of Editorial Assistant

Post: Editorial Assistant
Department: Research and Higher Education (RHED)
Responsible to: Managing Editor
Persons reporting: None

Location: South Kensington, London
Salary: £31,200- £32,930 per annum

Purpose of post

The RGS-IBG publish five peer-reviewed geography journals, four of which are managed by the RGS-IBG 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 moved to a new online review system – Research Exchange. The Editorial Assistant will report to the Managing Editor for publications.

Duties and responsibilities

Administrative tasks:

- Lead on screening for all journal submissions – conducting initial checks for anonymity, word length, formatting, (mis)use of AI, publishing integrity issues.
- Maintain a record of all submitted papers.
- Lead on checking files of accepted papers for production.
- Assist authors with generating alt text for images and figures.
- Support Managing Editor with day-to-day author and peer reviewer communication and inbox management.
- Assist Managing Editor with proofreading accepted papers.
- Support Managing Editor with finding potential peer reviewers for submitted papers.
- Oversee Special Section administration and regularly liaise with Special Section organisers.
- Upload blog posts to the *Geography Directions* WordPress website.
- Responsibility for registering DOI numbers for blog posts and online resources.
- Design and format guides and resources for the RGS website.
- Support with social media strategy for the journals and the Book Series.
- Schedule editorial board meetings and take minutes.
- Assist with annual journal prize administration.
- Organise book launch events for Book Series authors.
- Support the journals' and Book Series' events at the RGS Annual Conference.
- Support Managing Editor to run workshops for postgraduate students and early-career researchers.

Writing and editing tasks:

- Work with selected authors to write monthly research spotlights on journal articles for the RGS website.
- Assess and edit blog submissions to *Geography Directions* blog from academic authors.

Selection criteria

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 these areas in the covering letter of your application.

Essential

- An undergraduate degree or equivalent in Geography
- Demonstrable knowledge of contemporary academic geography
- An interest in scholarly publishing
- Excellent attention to detail
- Systematic approach to tasks
- Strong written language skills
- Strong organisational skills
- Ability to prioritise and balance multiple everyday tasks at once
- Ability to work independently and as part of a team
- Basic familiarity with Excel
- Capability of working across multiple online platforms

Desirable

- Experience of writing for public audiences
- Proofreading experience
- Administrative experience
- Proven record of working effectively to deadlines
- Ability to take initiative
- Awareness of the (mis)use of AI in scholarly publishing