Editors & Publishers Network Coordinator, Grade 6.1

**Job role:**

The University Library is seeking a part-time, temporary Editors & Publishers Network Coordinator to support activities to establish a University Editors & Publishers Network.

The role will entail up to 140 hours over 8 weeks (1-2 days per week, dependent on availability), over June 2025 and July 2025, and will be a blend of remote and in-person work. The work will be paid at Grade 6.1 (£17.34 per hour + holiday pay entitlement).

Many researchers across all disciplines are involved in academic publishing as editors of journals and/or editors of book series. The University is launching a new Editors & Publishers Network to surface and better support this community of Sheffield researchers involved in editorial and publishing roles. The Editors & Publishers Network will better support University of Sheffield editors, and help the university to further develop our support and services for open publication practices.

The Editors & Publishers Network Coordinator will (1) support activities to establish and grow the Network in 2025, and (2) support the development of an online hub of resources for and about academic editorial roles and publishing.

Duties will include:

* Engaging in desk research to benchmark the new Network against other similar initiatives.
* Creating online profiles of editors at Sheffield, showcasing different kinds of academic editorial roles.
* Note-taking at Network meetings.
* Drafting communications to recruit members to the network, including social media posts and emails to the Network mailing list.
* Helping to organise meetings for network members, including helping to schedule a programme of activities for established researchers in editorial roles as well as activities and training for earlier career researchers who want to learn about editing and publishing.
* Planning for future meetings, which may involve eliciting short presentations from members interested in sharing their practice and liaising with external speakers.
* Providing wider administrative support to the project as appropriate.

We are seeking candidates who:

* ideally, have an interest in publishing and/or open research
* have excellent written and verbal communication skills
* are familiar with the use of Google Suite, including Google Docs, Sheets, Forms, and Groups
* have the ability to organise and prioritise tasks effectively
* are able to use their own initiative and work independently, as well as part of a team
* are able to work collaboratively with academic and professional colleagues across the University
* are available during the stated period to commit time to the project
* are eligible to work in the UK.

You will work closely with the academic Chair of the Network, and will be in regular contact with the Head of Open Research (University Library) for additional guidance and support.

This hybrid role will involve a blend of remote and in-person work. Ideally, the successful applicant will have some availability for in-person meetings with the Head of Open Research at Western Bank Library on Tuesdays and/or Thursdays.

The Editors & Publishers Network is one of several Enhancing Research Culture initiatives launching in 2024/2025 led by the [Office for Open Research and Scholarship](https://www.sheffield.ac.uk/openresearch/home/office-open-research-and-scholarship), a new cross-University partnership between the Research Practice Lead, the academic-led Open Research Working Group, and colleagues in the University Library, Research Partnerships and Innovation, and Research IT.