

Director and Editor-in-Chief, Reproductive Health Matters
Job description and person specification

Position:	Director and Editor-in-Chief
Organisation:	Reproductive Health Matters
Length of Contract:	Two years fixed term full time (renewable, funding permitting)
Start Date:	First quarter of 2018
Location:	Flexible, with required, regular travel to RHM's London office
Applications:	Curriculum Vitae with covering letter of no more than two pages
Closing date:	6pm GMT Monday 8 th January 2018
Interviews:	Interviews will be held in London early in 2018

Summary

Reproductive Health Matters (RHM) is looking for a Director and Editor-in-Chief to lead our organisation and international peer-reviewed journal.

As our Director, s/he will be a committed leader with the vision to realise RHM's strategic goals and our international mission to publish accessible, high quality content. With strong leadership, fundraising and management skills, s/he will bring practical support to lead our organisation, based in London, UK and the experience and motivation to become Editor-in-Chief of our international journal, Reproductive Health Matters.

As Editor-in-Chief of RHM s/he will be committed to publishing high quality research, opinion and commentary to shape the sexual and reproductive health and rights (SRHR) global agenda, inform policy and stimulate debate. With support from the editorial team that includes a managing editor and a monitoring editor on staff as well as voluntary Associate Editors and Editorial Board, the Editor-in-Chief will strengthen the journal's unique position as a clear and progressive voice for SRHR in the world.

We welcome applications from all suitable candidates with editing and publishing experience. In particular we encourage applications from individuals or academic institutions in the Global South experienced with SRHR.

Reproductive Health Matters

RHM is an independent UK charity with an international mission, based in London, UK and it aims to:

- **promote** laws, policies, research and services that meet men and women's sexual and reproductive health needs and support their right to decide whether, when and how to have children
- **examine** experiences, values, information and issues from the point of view of those affected
- **motivate** improvements in policy, services and practice
- **inspire** new thinking and action in the field of SRHR

The international journal, Reproductive Health Matters, is at the heart of the organisation's work.

RHM is an open-access, peer-reviewed, international journal, published by Taylor & Francis, that explores emerging, neglected and marginalised issues across the field of SRHR. The journal aims to publish original, relevant, and contemporary research, particularly from a feminist perspective, that can help inform the development of policies, laws and services to fulfil the rights and meet the sexual and reproductive health needs of people of all ages, gender identities and sexual orientations.

RHM publishes work that engages with fundamental dilemmas and debates in SRHR, highlighting multiple perspectives, acknowledging differences, and searching for new forms of consensus.

Key topics addressed in RHM include (but are not limited to) abortion, family planning, contraception, female genital mutilation, HIV and other STIs, human papilloma virus (HPV), maternal health, SRHR in humanitarian settings, gender-based violence, gender, sexuality and sexual rights.

RHM is a multidisciplinary journal, and welcomes submissions from a wide range of disciplines, including (but not limited to) the social sciences and humanities, behavioural science, public health, human rights and law, with an emphasis on qualitative approaches.

RHM welcomes contributions from low- and middle-income countries and aims to provide mentoring to new authors. To promote access, selected articles are translated by RHM

regional partners into Arabic, Chinese, French, Hindi, Portuguese, Russian and Spanish. More information about the journal, its aims and scope can be found [here](#).

RHM publishes two themed issues per year, and publishes papers related to other SRHR topics throughout the year. In addition to the journal, RHM also publishes supplements with partners on reproductive and sexual health and rights for an international, multi-disciplinary audience.

Director and Editor-in-Chief's role and responsibilities

The successful candidate will act as Director of RHM as an organisation and Editor-in-Chief of the journal. The vision and commitment of the Director and Editor-in-Chief are the driving force behind both the journal and the organisation. In this dual role s/he will bring leadership to the strategic direction of the journal, secure funding for the organisation and manage a small team of skilled, part-time employees. Since RHM is a UK charity and is governed by UK Charity regulations, the Director and Editor-in-Chief reports to a Board of Trustees.

Responsibilities as Editor-in-Chief

The Editor-in-Chief provides overall leadership, vision and inspiration for the strategic direction of RHM. This includes responsibility for the conceptual direction, content, editing and production of the RHM journal. In addition, the position requires the assessment of requests for topic-specific special issues and supplements, which are commissioned, edited and produced by RHM in English. The Editor-in-Chief is supported by editorial staff that include a managing editor, a monitoring editor as well as voluntary Associate Editors and an Editorial Board (EB).

As Editor-in-Chief the successful candidate will be responsible for

- editing the Journal and continuing to uphold standards and reputation as a key international journal in English
- identifying topics and authors for themed issues
- writing and developing briefs for editorials and opinion pieces, stimulating debate and opening new areas of enquiry and research
- encouraging submissions to RHM
- working with the communications manager to increase and measure RHM's reach and impact

- attracting and working with authors, offering mentoring support to new and less experienced authors if needed
- directing and supporting the work of editorial staff, Associate Editors and regularly convening the Editorial Board
- ensuring support for existing additional language editions, helping to identify new language teams as required, increasing collaboration with existing language teams to disseminate and promote RHM editions in translation
- engaging in dialogues on SRHR through attending technical and advocacy/policy meetings
- identifying and developing new strategic partnerships and collaborations in the global SRHR movement and related fields
- providing strategic direction and innovation to increase RHM's reach and reputation; planning and promoting new activities that will expand the impact of RHM content
- working with the RHM staff and governance bodies to further the strategic goals of the journal
- maintaining positive relations with publisher Taylor & Francis to ensure the journal is supported and promoted by its publisher

Responsibilities as Director

The Director will manage the organisation as a UK charity with an international mission whose main aim is to publish information and educational material on sexual and reproductive health and rights.

As Director the successful candidate will be responsible for:

- managing RHM as a UK Charity in line with its aims and scope
- fundraising to ensure a sustained and diversified funding base that will support the RHM journal and all related activities
- financial management, oversight and good practice; working with the finance manager to develop and manage budgets and ensure best practice across financial and all other policies and procedures
- staff management and Human Resources with oversight of recruitment and deployment of staff and consultants to meet the needs of the organisation; providing

opportunities for training, professional and career development, and supporting, supervising and appraising RHM staff

- creating appropriate advisory groups to support and promote new RHM activities
- strategic planning, alongside the development and implementation of a monitoring and evaluation system to assess progress in achieving the current and expanded goals of the organisation
- reporting to the Board of Trustees and making sure RHM continues to meet the highest standards of governance and relevant statutory requirements as a UK charity

Person specification

RHM is looking for an experienced editor and communicator who is a passionate advocate for SRHR at a global level and has the vision and drive to take RHM forwards both as a journal and as an organisation.

Essential

- Strong editorial and academic publishing experience
- Track record of leadership, research and advocacy in the field of SRHR
- Track record in fundraising with necessary skills and experience
- Understanding of SRHR issues at a global and Global South level from a feminist and rights-based perspective
- Ability to identify opportunities for RHM to contribute to and shape current debate in SRHR
- Fluent English-speaker with excellent communication, editing and writing skills
- Experience of editing and reviewing academic research, including
 - the ability to interpret and evaluate academic submissions
 - an understanding of scientific methods
 - understanding of the distinction between academic and non-academic content
 - an understanding of the editorial and peer review processes
 - an understanding of research and publication ethics
- Proven track record of working internationally

- good working relationships with others working in the SRHR and related fields
- experience of working in the Global South and/or knowledge of the issues affecting the Global South
- Management experience and skills
 - proven ability to facilitate and work consensually and collaboratively
 - ability to lead a diverse team, support staff and achieve ambitious goals
 - good task- and time- management skills including effective delegation
 - ability to work to time and to budget on projects
 - ability to work with diverse stakeholders and demonstrate political astuteness
 - strong problem solving skills
- Integrity and a commitment to personal and professional excellence
- Willingness and ability to travel, with regular travel to London office

Desirable

- Experience in mentoring authors
- Familiarity with quantitative methods, including statistics and other analytical methods
- Understanding the organisation/presentation of public health, research and policy information
- Familiarity with social media and journalism
- Understanding of current trends and issues in digital publishing and communication
- Experience of strategic planning and monitoring and evaluation

Process

We welcome applications from all suitable candidates with editing and publishing experience. In particular we encourage applications from individuals or academic institutions in the Global South experienced with SRHR.

To apply please send your CV with a covering letter setting out your experience and the names and contact details of two referees to: **apply@rhjournal.org.uk**

Applications will be accepted and reviewed until the closing date of 6pm GMT Monday 8th January 2018.

Salary

This position will be offered initially as a fixed two-year contract with the opportunity to renew it at the end of the two-year term, funding permitting.

The successful candidate may be based in the UK, or outside the UK and in both cases regular travel to RHM's London office will be required.

A competitive salary will be offered to the right candidate, commensurate with experience.

UK candidates will be offered 25 days holiday plus UK bank holidays. Candidates based outside the UK will be offered the statutory allowances for holidays and national holidays applying in their country of residence. An employer's pension contribution of five per cent per annum will be paid on the agreed annual salary.

Diversity and Equal Opportunities

RHM promotes pluralism and equal opportunity, and is committed to diversity in its staffing and to the maintenance of an environment free of discriminatory employment practices.

RHM's policy is to provide equal employment opportunity to all individuals. No individual shall be discriminated against because of his or her actual or perceived age, caste, class, disability, marital status, religion, gender identity or sexual orientation.