# The British Student Doctor

# Deputy Editor-in-Chief Application

# Role Overview

The position of Deputy Editor-in-Chief is a unique opportunity for any medical student with an interest in medical publishing to develop their editorial, critical appraisal, leadership and management skills, within a supported and dynamic editorial board. You will be trained by and working alongside the current Editors-in-Chief and Deputy Editor, alongside the journal’s faculty advisory board, to manage a peer-reviewed medical journal with international readership. You will also be attending various conferences to represent the journal throughout the year, and you will be leading an editorial team of 16 medical students and junior doctors. For the first time, we are welcoming applications for this role from medical students located in any country.

# Roles and Responsibilities

* Manage, handle and oversee the submission process.
* Ensure timely publication of *The British Student Doctor* in January and June each year, alongside any special supplements of the journal.
* Oversee the day to day running of the journal and work with the current Editors-in-Chief and Deputy Editor to ensure that all relevant tasks are completed.
* Oversee the social media and email platforms to ensure good communication with the journal’s growing readership.
* Develop new and creative ways to continually improve the journal.
* Ensure all editors of the journal are comfortable and confident with their roles and provide any assistance and guidance, as required.
* Represent the journal at conferences, exhibitions and talks (where possible).

# Benefits

* Comprehensive training on medical publishing, critical appraisal, and the day-to-day aspects of running a peer reviewed medical journal will be provided.
* This is a unique training experience which will be a valuable addition to the candidate’s CV.
* Reasonable expenses incurred during the role will be reimbursed, journal budget allowing.
* 24/7 advice, guidance and support available from the current Editors-in-Chief.
* The successful candidate will receive the opportunity to advance to Editor-in-Chief, subject to satisfactory performance during the 12 months of their Deputy position and will receive a letter of recommendation.

# Person Specification

**Essential:**

* **Current medical student:** You must be a medical student in the present and upcoming academic year (2020-21), located in any country.
* **Enthusiasm and interest:** these are the key qualities that we are looking for, as we appreciate that there is limited opportunity to gain experience in medical publishing at medical school.
* **Strong organisational skills:** the role involves managing a number of tasks simultaneously, from managing submissions to marketing, therefore organisation is key.
* **Excellent time management:** This role is essentially a part-time job alongside your busy medical studies. As such, we want to see evidence that you will be able to manage this workload.
* **Commitment:** We are looking for someone who will take the skills that they learn during the year and be able to become a fully-fledged Editor-in-Chief. It is therefore essential that you are willing to commit to up to two years of time to this project and will remain motivated and enthusiastic during that time.
* **Good leadership skills:** Leadership can be demonstrated in many ways throughout medical school, so we are keen to see evidence of your role in leading a team.
* **Excellent communication skills:** As you will be working remotely with students, doctors and academics from across the world, we are looking for an individual who will be able to maintain good communication with the team.

**Desirable, but not essential:**

* **Prior experience**: not required, but activities that demonstrate interest in medical publishing and leadership will be considered.
* **Experience working with *The British Student Doctor***: We will take into consideration if you have peer reviewed, published or worked with the journal in any capacity.
* **Social media & marketing experience:** an important component of running a medical journal in the 21st centuryis promoting it and engaging with readers through social media, as well as coming up with innovative marketing ideas – any experience using social media and marketing for this purpose is desirable.

# APPLICATION FORM

**The position is open to medical students only – however, there is no restriction on location.**

The form consists of four sections.

All applicants MUST complete all fields of sections A, B, C and D.

Please email your completed application form alongside your CV with the subject line “*Deputy EIC Application*” to [editorinchief@bsdj.org.uk](mailto:editorinchief@bsdj.org.uk).

If you have any questions regarding this application form, please do not hesitate to contact us at the email address above.

Deadline for applications: **30th April 2020**

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| **Section A** | |
| 1. Surname: |  |
| 2. Forenames: |  |
| 3. University: |  |
| 4. Institutional Email Address: |  |
| 5. Country of Medical School: |  |
| 6. Year of Study: |  |
| 7. Personal Email Address: |  |
| 8. Contact Number: |  |

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| **B. Personal Statement** |
| * Please outline why you would like this position. *(200 words max)* * Please discuss any relevant experience and skills that you have that are applicable to this position (see essential & desirable criteria above). *(500 words max)* * You discover plagiarism in an article that you are reviewing. Please outline the steps that you would take to manage the situation. *(100 words max)* |
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| **Section C** |
| Please attach a copy of your CV. |

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| **Section D: Key expectations** |
| 1. Promote and help establish the journal as a leader in its market. 2. Take an active role in the editorial and management responsibilities of the journal. 3. Ensure attendance at *The British Student Doctor* e-meetings. 4. Uphold the editorial independence of the journal and the scientific rigour of the content it publishes. 5. Maintain the journal’s ethos of open-access publishing. 6. Act in a way that will not bring the journal into disrepute. 7. Remain easily contactable and provide early notice of periods when this will not be possible. |
| **Signed:**  **Date:** |

**Once completed, please email this application form alongside your CV to:** [editorinchief@bsdj.org.uk](mailto:editorinchief@bsdj.org.uk)

The deadline for all applications is the 30th of April 2020.

Short-listed applicants will be invited to interview via Skype in May 2020.