



IATEFL

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Job description – Editor of IATEFL Voices

Introduction

For over fifty years IATEFL has linked, developed and supported English language teaching professionals from around the world to create a global community.

Voices is IATEFL's bi-monthly publication for members. It is sent out in printed and digital format to all individual, institutional and associate members of the association worldwide.

Voices aims to meet the dual objectives of strengthening the community aspect of IATEFL, whilst at the same time providing stimulating and lively content which reflects the needs and interests of our members: teachers working in primary and secondary state schools, language schools, further and higher education, as well as teacher trainers, directors and managers, materials writers, publishers, researchers and other English language teaching professionals. Content also needs to be relevant across a wide range of international contexts.

The publication provides news, articles of interest, reports, reviews and information about future events. Articles are contributed from all areas of the association, and all parts of the world, from highly experienced teachers and trainers as well as providing an excellent platform for those submitting an article for publication for the first time.

Specific responsibilities

- Determine the continued look and content of the publication, in collaboration with the Publications Committee and IATEFL Head Office.
- Obtain suitable content (including finding, liaising with, and managing article contributors, as well as contributions from trustees, SIG Coordinators, Associate representatives and others) whilst retaining ultimate responsibility for the content and style.
- Incorporate sponsorship and/or advertisements (these are sourced and managed by Head Office).
- Manage production (in liaison with Head Office) and work to strict production deadlines .
- Coordinate cover artwork and any photographs and illustrations .
- Liaise with, and manage, the Copy Editor and Designer.
- Take final responsibility for accuracy of the copy and ensure any copyright rules are adhered to
- Attend occasional online meetings of the IATEFL Publications Committee, as well as a face-to-face meeting at the time of the IATEFL Conference.
- Attend the entire annual IATEFL Conference, including PCEs, to talk to and interview delegates, plenary speakers, associate representatives, SIG Coordinators and gather information in order to achieve the aims of the publication.

Conditions

- If you are, for whatever reason, unable to provide the services personally then you will be responsible for supplying a suitable alternative.
- You will be responsible for the remuneration of anyone you employ in the provision of the services.
- You will also be responsible for your own insurances, notably employer's liability and public liability.
- We wish to appoint the successful candidate for this role before the end of 2022, in order to allow a transition and handover before the new Editor officially takes over in Spring 2023.
- IATEFL agrees to pay £1500 per issue, payable on receipt of an invoice, once each issue has been printed and dispatched to members.
- Expenses for travelling to and attending the Annual Conference, as well as registration for the conference and all Pre-Conference Events, five nights' accommodation and five days' living expenses, will be covered by IATEFL based on the Expenses policy and limits outlined below.

The candidate

- You should have a good working knowledge of IATEFL, as well as experience of academic writing, editing and publishing in the ELT field.
- You should have excellent attention to detail and the ability to meet tight deadline.
- You should be familiar with UK English orthography and referencing style.

To apply

If you are interested in applying for the position, please submit:

- a one-page CV outlining relevant qualifications and number of years' experience of writing, editing and publishing in the ELT field,
- a personal statement, of no more than 250 words, explaining why you feel you are the right person for this role,
- a description, of no more than 500 words, on how you would develop the publication in terms of content and layout, including any samples from current work if relevant and/or other publications that could serve as models to follow.

All applications should be sent to the Chief Executive of IATEFL, Jon Burton (email address below), by the closing deadline of Friday 28 October 2022. Should you require any further information about this role, please contact the Chief Executive, Jon Burton, via email: jon@iatefl.org

Expenses

Claims made without original receipts, or more than one month after an event may be delayed or not accepted. You should always keep a copy of these receipts for your own records.

Expenses limits

Travel

- The lower value of:
 - UK 2nd class rail fare (or cheaper alternative, i.e. coach)or
 - If a volunteer is unable to catch a train to the destination, or if it proves more costs effective to use their own car, mileage allowance will be paid in line with approved HMRC rates (currently 45p per mile)
- Taxi fares may also be paid where suitable public transport is not available or where several volunteers are travelling together to make it more cost effective than public transport.
- Flights up to £300 will be reimbursed (additional £100 discretionary with prior authorisation by the Chief Executive for longer or more expensive destinations).

Meals

- Meal Allowance: Lunch - £10, Dinner - £20
- No alcohol will be reimbursed and any soft drinks should be purchased within the meal allowance.

Accommodation

- Accommodation is expected to be at reasonable rates.