



IATEFL

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Role description – Reviews Editor for *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.

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.

The Reviews Editor provides IATEFL members with the opportunity to discover new publications and resources for English language teaching professionals. The section provides an excellent platform for materials writers and publishers to present their materials for review, and a wonderful opportunity for others to analyse and provide their objective opinion on materials.

Specific responsibilities

- promote and encourage the submission of publications and materials for review (including receiving complementary copies of books and/or free access to resources for the reviewer to use)
- promote and encourage the review of such resources
- make decisions regarding the content of the section
- contact publishers, contributors and authors for articles and associated graphics
- follow up leads for possible future articles
- compile and edit/proofread the contributions
- send copy to the *Voices* Editor on time and with associated artwork (normally provided by the publisher)

The candidate

The ideal candidate will have:

- a good working knowledge of the English language teaching profession and associated resources
- well-developed editing experience
- good spelling and grammar skills
- good IT skills and internet access
- strong interpersonal skills

- be able to work to deadlines

Conditions

- This is not a paid role but expenses would be reimbursed, where incurred, in line with IATEFL approved expenses policy as described below and in the IATEFL guide for volunteers.
- This will normally include travel expenses, one night's accommodation and one day's living expenses in order to attend a Publications Committee meeting – this normally happens at the annual conference. Registration for the conference, however, is not included.

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, and how you might develop this important section of *IATEFL Voices*

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

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| Travel | <ul style="list-style-type: none"> • The lower value of: <ul style="list-style-type: none"> – 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 | <ul style="list-style-type: none"> • Meal Allowance: Lunch - £10, Dinner - £20 • No alcohol will be reimbursed and any soft drinks should be purchased within the meal allowance. |
| Accommodation | <ul style="list-style-type: none"> • One night's accommodation may be reimbursed if necessary. • Accommodation is expected to be at reasonable rates. |