



Post:	Reviews Editor, CMH Blog
Location	Durham City
Faculty/Division	Arts and Humanities
Department	Centre for Medical Humanities
Grade	Grade 5
Contract Type	Casual hourly paid, 2-3h/week (max)
Salary	£11.86/hour
Closing Date	12 noon, Wed 21 March 2018

Job Summary & Purpose

The Centre for Medical Humanities (CMH) through the Department of English Studies at Durham University wishes to appoint a Reviews Editor for the CMH Blog.

The award-winning CMH blog (<http://centreformedicalhumanities.org/>) is among the world's leading medical humanities web sites. Founded in 2010, the site currently has 8500 followers. Engaging a wide range of readers – academics, health professionals and the general public – in conversations about the latest developments in this interdisciplinary field, the blog has also played a crucial role in promoting and disseminating the research, activities and initiatives of the Centre for Medical Humanities.

The Reviews Editor will be responsible for pro-actively identifying relevant books for review, liaising with publishers and reviewers, copy-editing reviews, uploading them to the CMH blog and monitoring web analytics to ensure that book reviews are a valuable and vibrant part of the blog.

The post is funded by the Wellcome Trust through a Discretionary Award to the Centre for Medical Humanities (2017-2022). The Reviews Editor will report to the founding Editor-in-Chief and CMH Deputy Director Dr Angela Woods, and work closely with the blog's Managing Editor and CMH management team. The Reviews Editor will also engage with researchers across the medical humanities community at Durham and beyond, publishers and other stakeholders.

The Reviews Editor will be based in the Centre for Medical Humanities in Durham City, although much of the work could be done remotely. The post is for approximately (and no more than) 2-3 hours/week with the exact working pattern to be agreed.

For an informal conversation about this opportunity contact Centre Manager, Sarah McLusky (sarah.mclusky@durham.ac.uk) in the first instance

KEY RESPONSIBILITIES

- Assume responsibility for the reviews content on the CMH blog
- Maintain an up to date knowledge of the field and build relationships with publishers to identify suitable books for review on the blog in a timely manner

- Offer books for review on the blog and social media
- Select and brief reviewers, then support them as needed to produce written reviews
- Coordinate receiving and sending out books for review
- Edit reviews, giving constructive feedback to authors, and ensuring the accessibility of the reviews to an interdisciplinary audience
- Publish reviews on the blog, ensuring this conforms to house style and follows the University's communications guidelines
- Take active responsibility for ensuring there is a regular flow of relevant content for the blog, where necessary chasing up publishers or reviewers
- Monitor site analytics and use this to inform decision making about which books/topics to include
- Write content for the site when needed
- Meet regularly with the Managing Editor and Editor-in-Chief to review progress against agreed objectives, identify opportunities and plan for further development
- Maintain records and produce reports for the CMH management team as required

PERSON SPECIFICATION

Essential

- Honours degree in a relevant field
- Demonstrated interest and ability to identify, understand and create opportunities to engage with key ideas and debates within the medical humanities
- Excellent communication skills, particularly writing for both academic and public audiences
- Able to edit written materials to a high standard and within house style guidelines
- Excellent interpersonal skills and the ability to provide constructive and tactful feedback
- Able to build and maintain relationships with blog contributors, publishers and other stakeholders which enhance the research and reputation of the Centre for Medical Humanities
- Excellent organisational, IT and administrative skills
- Able to work independently, take initiative and prioritise own workload without close supervision
- Self-motivated with the drive to carry tasks through to completion

Desirable

- Postgraduate degree in a relevant field
- Proficiency in using WordPress
- Proficiency in the use of social media to engage audiences in research
- Experience of using analytics to monitor uptake of online content