



Post:	Associate 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, Thu 24 May 2018

Job Summary & Purpose

The Centre for Medical Humanities (CMH) at Durham University wishes to appoint three Associate Editors 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.

Working independently and as part of an editorial team, the three Associate Editors will be responsible for pro-actively sourcing and/or creating content for the site within an agreed area of focus, liaising with contributors, editing, uploading and monitoring web analytics to ensure that their content is a valuable and vibrant part of the blog.

These posts are funded by the Wellcome Trust through a Discretionary Award to the Centre for Medical Humanities (2017-2022). The Associate Editors will report to the Editor-in-Chief and CMH Associate Director Dr Angela Woods, and work closely with the CMH management team. The Associate Editors will also engage with the medical humanities community at Durham and beyond.

The Associate Editors will be formally based in the Centre for Medical Humanities in Durham City, but the vast majority of the work will 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

- Contribute to the strategic redevelopment of the site
- Assume responsibility for an agreed content area on the CMH blog
- Maintain an up to date knowledge of the field and build relationships which help develop

suitable content

- Write/produce content for the site
- Select and brief contributors, then support them as needed to produce content
- Edit submissions, giving constructive feedback to contributors, and ensuring the accessibility of the content to an interdisciplinary audience
- Publish content on the blog, ensuring this confirms 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 contributors
- Monitor site analytics and use this to inform decision making about which content to include
- Meet regularly with the Editor-in-Chief and relevant colleagues 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 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 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
- Ability to work well as part of a team

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