

## **Bereavement Journal Editor-in-Chief**

### **Role description**

#### **Background**

The aim of *Bereavement* is to improve our understanding of grief and bereavement and to enhance the quality of care and support provided to bereaved people in all parts of the world.

*Bereavement* was founded in 1982, and has grown to become a unique international journal that sets a high academic and scientific standard. Accessible and interdisciplinary, it reaches a range of relevant audiences, including practitioners, volunteers, and students, as well as academics, researchers and all those with an interest in the impact of death on people's lives.

We are now looking for a new Editor-in-Chief and a new direction. The journal has recently relaunched as an online free access journal and we need a knowledgeable and strategic leader in the bereavement field at the helm to drive the changes and shape the direction of the journal.

#### **Editor-in-chief role overview**

To lead, shape and develop the strategy and direction of the journal in collaboration with Cruse Bereavement Support staff and the Editorial Board.

To have overall responsibility for content of the Journal including the structure of board membership.

#### **Responsibilities:**

- Liaise regularly with the Managing Editor to ensure regular and timely publications with an appropriate selection of relevant and engaging high quality articles.
- Recruitment and management of the Editorial Board.
- Advise on matters of Journal development – e.g. editorial scope and focus of the Journal, appointment of new editorial board members/reviewers.
- In collaboration with the Editorial Board solicit articles and contributions to the Journal.
- Chair the Editorial Board meetings.
- Respond to authors and reviewers in a timely fashion.
- Ensure submissions are assessed in a timely manner to meet relevant deadlines.
- Suggest, with the assistance of board members, peer reviewers for submissions.
- Provide additional feedback following peer review by others and arbitrate in situations where reviewers have different points of view.
- Be responsible for final acceptance of manuscripts for peer reviewed articles, in consultation with the Managing Editor and Editorial Board members.
- Assist the Managing Editor in keeping the peer reviewer list up to date and relevant.
- Write occasional editorials for the journal to an agreed schedule.



- Work with Cruse's Social Media Officer to develop and manage the Journal's Twitter presence.
- Work with Cruse Bereavement Support to ensure we work within the guidelines of the charity commission, including producing monthly reports with the support of the digital team.

**This role is for an initial term of three years with the opportunity to renew. It is an unpaid voluntary role but expenses will be provided when representing and developing the Journal's profile externally.**

Cruse welcomes and encourages applications from everyone regardless of age, disability, gender, ethnicity, religion and sexual orientation.