

Northamptonshire Family History Society

Role Descriptions:

Journal Editor and Journal Sub Editor

Location: Working from Home
Reports to: Chair/Executive Committee

The journal is usually a maximum of 52 pages. The covers, 4 pages, have parish profile images on the outer pages, contact information on the inner front page and privacy statement on the inner back cover. A Membership News insert in the centre pages is prepared by the Membership Secretary. Attention is required regarding the copyright of images used in the publication. Regular articles include meeting reports, schedule of branch and online meetings and upcoming events, news from the Archives and research articles.

Key Responsibilities: Editor

The roles will overlap to some extent but it is envisaged that the Editor will be responsible for the collation of submissions and the layout of the journal as well as liaising with and sending a PDF copy to the printers. Articles from members are usually submitted direct to the Editor.

Key Responsibilities: Sub-Editor

Sub-Editor will be responsible for compiling the parish profile and society submissions along with sourcing the following: reports of branch and zoom meetings; publicity for upcoming events and activities; liaising with the Archives for articles and/or spotlighting resources for research. The role will also include liaison with the Membership Secretary.

Desirable Experience for both roles:

- Familiarity with DTP software for page layouts, image processing and PDF creation.
- A good standard of literacy .
- Ability to work independently as well as part of a team, demonstrating flexibility and adaptability.
- Ability to work to timescales to ensure the journal is sent to the printers by agreed dates.

Other Aspects:

This is a volunteer position and unremunerated.

Reasonable expenses may be claimed for expenditure incurred on Society business.

If Interested:

Please get in touch via info@northant-fhs.org giving as much information as possible.

All expressions of interests will be acknowledged.