# Microbiology Society job description for: *Journal of General Virology* Editor

## About us

The Microbiology Society is a membership charity for scientists interested in microbes, their effects and their practical uses. It is one of the largest microbiology societies in Europe with a worldwide membership based in universities, industry, hospitals, research institutes and schools. Our members have a unique depth and breadth of knowledge about the discipline. The Society’s role is to help unlock and harness the potential of that knowledge.

Read more about our mission and values at microbiologysociety.org.

## About *Journal of General Virology*

*Journal of General Virology* has been publishing peer-reviewed research for more than 50 years. We recognise the importance of virology as a unique discipline within microbiology, and actively collaborate with partners such as the International Committee on Taxonomy of Viruses (ICTV) to support the global virology community.

## About you

Editors of *Journal of General Virology* play a key role in the journal, ensuring that we publish high-quality research, and are engaged with the virological community. Your main tasks will be arranging peer review of manuscripts submitted to the journal and making editorial decisions based on this. You will also have responsibility for soliciting content for the journal, working with the Reviews Editor and Journal Development Editor.

This position is a public-facing role and Editors acts as a representative of the Society. This is not a paid position, but as an Editor you will receive two nights of accommodation and two days of registration at Annual Conference, with an allowance for travel and meal expenses. Editors are also provided with one fee-free Open Access articles in any of the Society’s journals in each calendar year; access to a ring-fenced conference travel fund for editors for promoting the journal; free online access to the Journal; and other benefits made available to members of Society Committees, as agreed by the Council of the Society. Editor benefits will continue to be reviewed considering continued travel restrictions and Society events. Editors will be provided with training by the Publishing Operations Editor.

**Term in office**

* At least three years.

## Duties

* Arranging for peer review of contributions submitted to the Journal in accordance with the guidelines laid down by the Society and the Journal’s policies;
* Communication with contributors concerning the acceptance, rejection or revision of contributions to the Journal;
* Ensuring appropriate coverage and quality of contributions for publication in the Journal;
* Soliciting suitable contributions to the Journal;
* Where appropriate, providing original contributions to the Journal, and not less than one contribution during the term of this Agreement;
* Providing advice and assistance in marketing of the Journal;
* Attendance at meetings with the Editorial Board and the Society as appropriate;
* Recommendation of virologists who could join the Editorial Board and Board of Reviews of the Journal.

## Person specification

* Demonstrated excellence in the field of virology, in particular Animal – Negative-strand RNA Viruses, Animal Positive-strand RNA Viruses, Animal Small DNA Viruses, Prokaryotic Viruses, Plant Viruses and Retroviruses.
* Maintain an active virology research profile.
* Have an excellent network of international contacts a range of specialties in the discipline.
* Understand the role of Society publishing in supporting the community.

## Equal opportunities

The Microbiology Society is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. We value, promote and seek diversity. 

## Application

Please apply to Tamanna Khanom t.khanom@microbiologysociety.org with your CV and a cover letter before 18 November 2023.