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

1.1 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.

1.2 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.

1.3 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. Editors are responsible for editorial control of a section of the Journal and for arranging peer review of manuscripts submitted.

This position is a public-facing role and the Editor acts as a representative of the Society. The position is open to any Full, Full Concessionary and Honorary Member of the Society. It is not a paid position, but Editors are provided one fee-free Open Access article in any of the Society’s journals in each calendar year; access to a ring-fenced travel fund; free online access to the Journal; other benefits made available to members of Society Committees, as agreed by the Council of the Society.

Term in office  
- At least three years.

1.4 Duties  
- Recommendation of virologists who could join the Editorial Board of the Journal;  
- Recommendation of virologists who could join the Advisory Board of the Journal;  
- Soliciting suitable contributions to the Journal;  
- 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;
• 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.

1.5 Person specification

• Demonstrated excellence in the field of virology.
• Maintain an active virology research profile.
• Have an excellent network of international contacts a range of specialties in the discipline.

1.6 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.