

## Sub-Editor

### Coaching Perspectives

*the global magazine of the Association for Coaching*

#### Job Description and Person Specification

March 2019

#### Position Summary

*Coaching Perspectives* is the global magazine of the Association for Coaching® (AC) [www.associationforcoaching.com](http://www.associationforcoaching.com). It is published quarterly and reaches around 7000 members worldwide, and is also read by professionals in HR and leadership. The magazine is published quarterly both online in a digital version hosted on the *PageSuite* platform and as a print version for members.

The magazine has already established itself as a leading voice in the profession. *Coaching Perspectives* is produced by a virtual team: the Editor (currently Hetty Einzig, the Deputy Editor (currently Sue Stockdale), the Sub Editor (formerly Sally Phillips), and the Editorial and Advertising Coordinator (currently Cameron Harvey-Piper) and a Designer (currently Martin Williamson). The first three posts are voluntary; the latter two are paid. The team aim to meet at least twice a year, but day-to-day communication is by email, the *Coaching Perspectives* dedicated Dropbox, and occasionally Skype calls.

In addition, the direction of *Coaching Perspectives* is guided by a global Editorial Board which has virtual meetings between two and three times a year.

*Coaching Perspectives* is seeking a new Sub-Editor to replace Sally Phillips who has fulfilled this role since the launch of the magazine in 2014. This voluntary role would be a good fit for someone with a love and experience of writing, or working in journalism, publishing, or other editorial roles.

As Sub-Editor you would be joining a dedicated group of coaches, editors, writers, and thought leaders who are committed to establishing *Coaching Perspectives* as

the publication of choice for new, developing and master coaches, and for those who support people development in workplaces worldwide.

### **About the Association for Coaching**

The Association for Coaching is a leading independent, not-for-profit, global professional body dedicated to promoting best practice and raising the awareness and standards of coaching worldwide. The Association was set up in 2002 and has a fast-growing membership in 60 countries throughout the world.

*Our purpose is to inspire and champion coaching excellence, to advance the coaching profession, and to make a sustainable difference to individuals, organizations, and in turn, society.*

The AC runs a regular programme of international, national and local conferences and workshops, and training courses; has sponsored publication of several books; provides accreditation of both coach training programmes and individuals' coaching practice; and is looked to as a source of expert advice on the profession. Our activities are funded by membership fees and all our work is guided by a clear code of ethics and good practice.

The main bulk of the Association's work is carried out by unpaid volunteers, all of whom have their own paid employment.

### **About the Association for Coaching**

Our purpose is to keep individuals and organisations in the global coaching community informed of new developments, to share good practice, and to promote growth within the coaching profession.

The tone and style we have set for *Coaching Perspectives* is to be stimulating, thought-provoking, global in reach and mindset, pioneering, progressive, and accessible. Content includes practical guidance, new ideas, research, in-depth interviews and features on a wide range of activities, organisations and ventures pertinent to coaching. We seek to emphasise an international perspective in our choice of content, contributors, and style.

*Coaching Perspectives* reflects the AC culture and vision for coaching: a broad and inclusive one, which sees coaching as making a significant contribution to society and the community beyond the contractual relationship, and across national boundaries. Coaching does this through creating greater awareness, greater responsibility, and greater understanding of the interconnectedness of



organisations, business, and the societies to which they belong in a global, networked community.

## Production Schedules

Production cycle deadlines begin over two months before publication in order to accommodate our other professional commitments, absences, sickness, and holidays:

- Mid-November for January publication
- Mid-February for April publication
- Mid-May for July publication
- Mid-August for October publication

The role of Sub-Editor therefore has peaks and troughs of activity, although commissioning and first edits are ongoing work. While roles are expected to fit around your own professional and other commitments, all Editorial team members must make time commitment to the magazine, and especially to ensure the production schedule and publication run to time.

## Time commitment and remuneration

The Sub-Editor is mainly involved in the two months before publication, with an approximate time requirement of ½ d.p.w. from first edits onwards, rising to 1.5 d.p.w during first proofing, and 2 - 3 d.p.w. for the final proofing fortnight.

The post of Sub-Editor is voluntary, although an annual honorarium will be offered.

## The Role

Activities	
Editorial	<ul style="list-style-type: none"><li>• maintain the style guide (we use British English spelling and forms)</li><li>• carry out first proofing, supply missing information where possible, raise queries, suggest copy edit improvements for editors to consider</li><li>• carry out a brief visual and word check of first PDF</li><li>• have accountability for final proofing, liaising with Editorial Coordinator and designer throughout, carrying out a thorough final check to ensure that final copy is complete and error-free</li><li>• alert editors when the magazine is ready to launch</li></ul>



	<p>Along with the whole Editorial Team the Sub-Editor is expected to ensure the highest standards of accuracy and accessible, clear language. To ensure that non-native English speaking writers' work is supported, maintaining the authentic voice of the author while also editing for clarity.</p>
Contributor liaison	<p>The Sub-Editor does not liaise directly with contributors, but does:</p> <ul style="list-style-type: none"> <li>• Generate queries for contributors and requests for further information (for follow-up by the Editors and/or the Editorial Coordinator)</li> <li>• Provide feedback to the Editorial Team on contributor guidelines and the need for amendments in guidelines</li> </ul>
Supporting magazine production	<ul style="list-style-type: none"> <li>• produce a realistic production schedule for each edition, ensuring buy-in by the entire Editorial Team and other relevant AC individuals</li> <li>• flag up impending deadlines via email communication</li> <li>• take all steps to ensure that the agreed deadlines for publication of each issue are met</li> <li>• consult with all colleagues if there are any unavoidable variations to the schedule</li> </ul>



## Person Specification

### Experience / Training

We need someone who

- is ideally, but not essentially, an AC member and has experience of coaching, preferably practising, or having practised as a coach
- is happy to work both on their own and also as part of a team

### Knowledge

And who can bring

- awareness of current coaching context/movements etc.
- a global outlook and an appreciation of other cultures
- a love of, and high standards for, written English
- high attention to detail
- project-planning and management skills, and, ideally,
- a basic awareness of legal issues (copyright, libel, contracts)

### Skills

And who acts with

- commitment to ethical production (accessibility, respect for copyright, bringing in a wide range of authors)
- flexibility of mind and action – knowing when and how to ‘bend’ rules and schedules
- respect for and a collegiate style with fellow team members

