

Journal of Child Health Care is a broad ranging, international, professionally-oriented, interdisciplinary and peer reviewed journal. It focuses on issues related to health and healthcare of neonates, children, young people and their families, including areas such as illness, disability, complex needs, well-being, quality of life and mental health care in a diverse range of settings. **Journal of Child Health Care** publishes original theoretical, empirical and review papers which have application to a wide variety of disciplines. <http://chc.sagepub.com/>

Associate Editor role

Journal of Child Health Care (JCHC) is actively seeking a highly motivated and committed individual to undertake an Associate Editor role. This exciting opportunity reflects journal growth and a commitment to further develop and enhance JCHCs impact. JCHC is the official journal of the Association of British Paediatric Nurses (ABPN). The Associate Editor will work closely with the Editor-in-Chief with responsibility for ensuring efficient management of manuscripts, liaison with contributors, the enhancement of effective communications and promotion of journal work.

Applications are sought from professionally qualified individuals (such as children's nurses, paediatricians, researchers, educationalists, psychologists, and sociologists) who are working in the field of children's health care and who wish to contribute to JCHC's work.

There are several benefits of undertaking an Associate Editor role. These include the experience of working within an international team of editors and engaging with authors and ideas from all over the world. Other benefits include developing an insider perspective on publishing and enhancing reviewing, decision-making, communication and organisational skills. JCHC's work also helps to raise the profile of the individual and positions them as an international contributor within child health care. These skills, experience and expertise acquired can add depth to an individual's curriculum vitae and this can reap rewards in terms of career progression.

The Associate Editor will report directly to the Editor-in-Chief (and indirectly to SAGE Publications and the Association of British Paediatric Nurses).

Application details

Informal enquiries are welcome – initially by email to Dr. Stephen McKeever (chc.pra@sagepub.com). Applications for Associate Editor role should be made by the submission of:

- a supporting statement which clearly indicates experience/expertise in relation to the core areas of role/responsibility and indicating how essential (and where appropriate desirable) criteria are met. *This application should not run to more than two single sided sheets of paper and font size no smaller than 11 pt.*
- a curriculum vitae
- names and contact details (including email addresses) of two relevant referees who can be approached if necessary.

Applications should be submitted by email with subject line stating 'Application for Associate Editor (JHC)' to Dr. Stephen McKeever (chc.pra@sagepub.com)

Deadline for submission of applications is 29th October 2021

Notification of outcome of applications is intended to be by **12th November 2021** (subject to receipt of references).

Job Description: Associate Editor - Roles and responsibilities

Introduction

The Associate Editor shall report directly to the Editor-in-Chief, and indirectly to SAGE Publications and Association of British Paediatric Nurses (ABPN). The role and responsibilities of the Associate Editor cover four broad areas:

- Manuscript management: administrative
- Manuscript management: editing
- Strategic management
- Marketing and promoting the work of the journal

Workload and time commitment involved with role is difficult to predict. However, it is likely to be involve around three hours per week.

Journal of Child Health Care uses ScholarOne / SageTrack as its manuscript submission system. Training in the use of ScholarOne / SageTrack will be provided to the successful candidate.

Manuscript management: administrative

Roles and responsibilities will be to:

- Provide initial scrutiny of submitted papers to determine that they meet the 'technical' requirements for submission
- Attend to author queries and as needed, liaise with editors
- Maintain reviewer and author databases and ensure regular contact with authors and reviewers to facilitate update of contact and specialism details
- Promote effective communications with contributors, reviewers and between editors and members of JCHC's Editorial and International Editorial Board (IEB)
- Maintain contact with members of the IEB to ensure contact and other details are up to date

Manuscript management: editing

Roles and responsibilities will be to manage a 'caseload of papers' in an editorial capacity undertaking these responsibilities:

- Critically read, and reflect, on each paper assigned to you.
- Invite appropriately experienced professionals to provide manuscript reviews
- Provide constructive author feedback with due consideration of reviewer comments and recommendations. Provide encouragement, where appropriate, to authors to resubmit.
- Synthesise recommendations from reviewers and propose recommendations for papers within the review process in relation to whether they should be rejected, revised (minor/major) or considered for acceptance.
- Work collegiately with authors to provide them with a supportive environment whilst they are within JCHC's 'system'
- Work collegiately and supportively with reviewers providing feedback, as appropriate, and facilitating their involvement with JCHC

Strategic Management

Roles and responsibilities will be to:

- Contribute via meetings and dialogue (face-to-face, as appropriate or through electronic media such as Teams, Zoom, email etc.) to the strategic development of JCHC
- Adopt a reflective stance and provide advice to the Editor-in-Chief, Publisher, Editorial Board, and ABPN on editorial issues and other strategic and marketing points
- Attend or otherwise contribute to Editorial Board meetings
- Consider ways of further enhancing the internationality and multidisciplinary nature of JCHC and how these could be implemented.
- Identify ways of enhancing journal impact factor.
- Advise on new appointments to Editorial and International Editorial Board

Marketing and Promotion

Roles and responsibilities will be to:

- Act as an ambassador for JCHC, ABPN, and Sage Publications and to promote the journal (as appropriate) when undertaking any professional activity.
- Represent the journal, as appropriate, at conferences, workshops etc.
- Promote JCHC and identify opportunities for marketing.
- Increase JCHC profile and prestige through social media such as Twitter.

JCHC Associate Editor - Person specification

	Essential Criteria	Desirable Criteria
General	Sound knowledge of their own specialist area of children's health care.	Breadth of knowledge of child health care
	Professional qualification relevant to child health care	
	National (regional) reputation in own area of expertise/practice	International reputation and leadership in child health care issues.
	Involvement nationally/regionally in child health care issues and conferences	
	Good links and networks with colleagues, other institutions, professional bodies and other groups at regional/national levels.	Established and wide network of links with colleagues, institutions, professional bodies and other groups.
	Experience of using technologies such as Teams, Zoom or Twitter for communication	Expertise in use of social media. Actively engaged on Twitter
	Good information technology skills. Willingness to develop expertise in ScholarOne / SageTrack system	Previous experience with ScholarOne / SageTrack system
Academic	Working towards doctoral level qualification in area of relevance to children/young people/health care.	Qualified / graduated to doctoral in area of relevance to children/young people/health care.
	Publications related to children/young people/health care.	Established, cohesive and strong record of publication around children/young people/health care.
	Experience of acting as a reviewer/referrer for other scholarly journals (or similar experience).	Editorial Board experience as well as robust review / referring experience.
	Sound critical thinking and critical reading skills.	Experience of using Scholar One as author or reviewer
	Ability to provide constructive feedback to a wide range of papers.	
Personal	Ability to work as part of a team.	Leadership qualities.
	Ability to be imaginative, creative, innovative, patient and retain a sense of humour.	Evidence of these attributes in relation to publication.
	Ability to help drive initiatives forward.	Evidence of initiatives in relation to publication.
	Commitment to JCHC's mission	