



Editor of Constitution Unit Blog and Newsletter (As and When)

Location:	UCL Bloomsbury Campus with the option of off-site working
Reports to:	Professor Meg Russell, Director of the Constitution Unit
Grade:	4
Salary:	£11.46 – £12.32 per hour, inclusive of London Weighting
Start date:	The post is expected to run from January 2018 to December 2018 in the first instance

University College London (UCL) is a multi-faculty college of the University of London with a population of over 40,000 students, from more than 130 different countries. UCL is among the world's top universities, as reflected in performance in a range of rankings and tables. The Department of Political Science is recognised as a centre for excellence in the field, ranked among the top five departments in the UK in the 2014 Research Assessment Exercise (RAE).

Established in 1995, the Constitution Unit is the main research centre within UCL's Department of Political Science. The Unit maintains high standards of academic quality, while also prioritising real-world relevance and 'impact'. It is well known outside academia, and has strong links with journalists and policymakers. Professor Meg Russell, who has been Director since 2015, leads the Unit's research on parliament. The Deputy Director, Dr Alan Renwick, is a specialist on elections and referendums. Other areas of interest include devolution, Brexit, the judiciary and the civil service. The Unit's widely-read blog and well-established newsletter, *Monitor*, carry items on all of these topics, written both by members of the Unit and by external contributors. Both are targeted at a mixed academic/practitioner audience, and are frequently cited in the media and by authoritative sources such as the House of Commons Library.

The current editor of the blog and *Monitor* is moving on after two years, during which time the number of hits on the blog has increased to approximately 10,000 per month. We are hence seeking a replacement. The editor is a central member of the lively Constitution Unit team, with a key role at the heart of all Unit activities. This role might particularly suit someone studying for a Masters or doctoral degree, but others who fit the person specification are also encouraged to apply.

The post

The post involves editing the Constitution Unit's blog and four-monthly newsletter, *Monitor*. This post reports to Professor Meg Russell, the Director of the Unit, but also works closely with Dr Alan Renwick, the Deputy Director, and Rachel Cronkshaw, the Unit's Office Manager. We are seeking to recruit someone for approximately 30-40 hours per month, but the job requires flexible working in order to maintain a blog presence and produce the regular newsletter – hours which may be worked either in the office or off-site. Months in which the newsletter is produced are likely to require more hours, and quieter weeks for the blog may require fewer hours, but an average of 1 day per week across the year is expected.

Key responsibilities

- Editing the Constitution Unit blog. Organising rota of contributors and commissioning posts to ensure publication of roughly two new posts per week, copy-editing contributions once received, publishing through WordPress, disseminating through social media.
- Editing the four-monthly newsletter, *Monitor*. Collecting ideas for each issue, circulating a draft table of contents, setting deadlines for contributions, chasing contributors, assembling and copy-editing the whole, working with designer to produce final version for publication.

- Maintaining and extending networks of regular contributors to both blog and *Monitor*.
- Maintaining and extending audiences for both.
- Maintaining high editorial standards of accuracy, objectivity and reliable reporting, in terms of both content and presentation.
- Attending the Constitution Unit's fortnightly team meetings to report back, gather ideas for new posts and articles and keep abreast of the Unit's work.

Job descriptions cannot be exhaustive and so the post holder may be required to undertake other duties which are in line with the scope, spirit and purpose of the job as requested by the line manager.

As duties and responsibilities change and develop the job description may be reviewed and be subject to amendment in consultation with the post holder.

Person specification

Essential

- Educated to degree level (please state grades) or with equivalent qualifications or experience
- Demonstrable interest in politics and political research, including British politics
- Demonstrable subject knowledge of some areas likely to be covered on the Constitution Unit blog, e.g. political institutions, constitutional reform, comparative constitutions, British politics
- Efficient, good at planning ahead, keeping to deadlines, and keeping others to deadlines
- Strong communication skills and confidence to commission work from others, including from senior figures external to the Unit
- Keen editorial eye for clean copy, good English, written in clear and accessible style
- Good eye for layout and design
- Innovator who will generate new ideas for content and presentation of *Monitor* and blog
- Ability to work flexibly to maintain a regular flow of blog posts and to meet deadlines for the four-monthly *Monitor*

Desirable

- Experience of editing or journalism
- Experience of commissioning contributions for a journal, blog etc.
- Experience of working with WordPress and/or other content management systems
- Experience of working in a research centre, think tank or similar
- Experience of working in a political environment

Salary

The successful candidate will be employed on an 'As and When' basis with the Department of Political Science. Payment for these duties will be made on the UCL salary scale Grade 4 (£11.46 – £12.32 per hour, inclusive of London Weighting).

Application process

To apply for the vacancy please send the below to Rachel Cronkshaw (r.cronkshaw@ucl.ac.uk).

- CV.
- A cover letter of 1 to 2 pages explaining why you meet the criteria in the person specification, and why you are applying for the role (including how this kind of part-time appointment fits with your

other commitments and plans).

- A short writing sample (e.g. blogpost, essay or dissertation chapter).

Please note that referees will only be contacted if you are shortlisted. Please indicate whether we can contact your referees without further permission from you.

We particularly welcome applications from black and minority ethnic candidates as they are under-represented within UCL at this level.

CLOSING DATE FOR APPLICATIONS: Midnight 30 November 2017

It is anticipated that interviews will be held on 15 December 2017

Informal enquiries may be addressed to Rachel Cronkshaw (r.cronkshaw@ucl.ac.uk).