



## ROLE DESCRIPTION

**Role:** Editor of SpaceFlight

**Contract type:** Non-employee

**Payment:** £1,500, invoiced per issue on delivery

**Reports to:** Council via Chief Executive

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The British Interplanetary Society is the world's oldest continuously operating space society, formed in 1933, before space flight became a reality. A registered charity and learned society, our Honorary Fellows include Helen Sharman and Tim Peake, and we work with representatives of international space agencies and leaders in the British space exploration industry. Our activity is led by our Fellows and Members, supported by a small secretariat currently comprising five staff, including the CEO.

The BIS is seeking a new Editor for its member magazine, SpaceFlight. The magazine has been published by the BIS since 1956, a year before the launch of Sputnik, and it has been at the forefront of space exploration ever since. Its first Editor was Sir Patrick Moore, and it is currently edited on an interim basis by Immediate Past President of the Society, Mark Hempzell. The magazine has a readership of c5,000 people. It is read by Fellows and Members of the Society, is sold in newsagents such as WH Smiths, and is purchased by universities and other institutions across the world for the use of their students, academics and archivists.

The magazine includes space news and analysis, features, regular contributions and Society news. In recent years it has been completely redesigned, and Space Chronicle, edited by Dave Shayler, is a complementary magazine in matching style. Articles are sought from Fellows, industry, Society staff and volunteers. It should be noted that writers for SpaceFlight are not paid. The Society contracts a designer to produce the layout and design of the magazine. A member of staff provides proof reading services, and our Membership Manager handles liaison with the printers and distribution. These postholders are overseen by the CEO.

*The Editor role is not an employee of the Society, and no employment relationship is to be created. The postholder will hold a service contract with the Society, and is asked to present monthly invoices for a fixed payment.*

### **Role & responsibilities**

- Managing all content
- Commissioning stories and features, working with regular and one-off contributors.
- Editing and improving stories or papers; some writers are amateurs and contributions will need to be edited due to different styles and abilities
- Providing editorial oversight to determine articles to accept or decline
- Working with the designer to agree page layouts and staff to check content for accuracy
- Coordinating the print and online publishing cycle, liaising with the designer and secretariat staff, maintaining a forward view and planning grid

- Liaising with the magazine distributors and supporting commercial decisions
- Supporting our Media Sales consultant to gain advertising and sponsorship revenue for the magazine
- Meeting print deadlines, monitoring papers and ensuring timely delivery
- Undertaking all administrative work relating to the production of the magazine.
- Sitting on the BIS Editorial Committee and working as part of an editorial team
- Undertaking other tasks consistent with the role as reasonably required by the Council of the BIS

**Skills, experience and attributes**

- Excellent writing and editing skills
- Strong interest in astronautics and the space sector (and related fields), ideally from an industry perspective
- Proven editing experience, including liaison with commercial operators
- Excellent written communication skills and English
- Very strong attention to detail
- Proven skills in working with others, prioritising and organising yourself and others
- Commercial awareness and experience in publishing
- Willingness to get involved in wider BIS business

This role description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

The British Interplanetary Society is an Equal Opportunities Employer and welcomes applications from diverse communities for this contractor position.

All Society employees and contractors are responsible for records held, created or used as part of their work for the Society including corporate and administrative records whether paper-based or electronic, which also includes emails. Records should be managed and stored appropriately and should in all cases comply with the requirements of the Data Protection Act 2018.

Employees and contractors must at all times follow the policies and procedures of the organisation, including ensuring that they take an active responsibility for their own health and safety and do not expose themselves or others to risks to their health and safety.

The successful applicant will be required to provide at least two referees who the Society may contact, and may be subject to a background check through a partner organisation before a contract can be finalised.

