



Institute
and Faculty
of Actuaries

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The Actuary magazine - Editor (PDR)

The current Editor of The Actuary magazine, the leading publication for the actuarial profession and the magazine of the IFoA, will step down at the end of his term in December 2017. We are now seeking to hear from a highly motivated, enthusiastic member of the IFoA who feels able to lead the editorial team of this magazine.

“Task” and “Person” Specification:

“Task” Specification

The role

The Editor is ultimately responsible for all editorial content of the magazine with support from the Managing Editor, IFoA Communications team and the volunteer Features Team. The Editor will:

- seek to encourage healthy independent debate in the magazine, which is reflective of the views of the readers
- be responsible for managing and supporting the Features Team and ensuring that the volunteer Editorial Team (along with the experienced publishing team) delivers all feature content for the magazine and meet the relevant deadlines. This includes proactively managing the content pipeline, and being able to help source new content as required
- write a monthly editorial for the magazine and collates the letters page(s) as well as be responsible for ensuring this is provided to the Managing Editor
- have responsibility for reviewing all proofs according to the agreed production timetable, including layout, appearance and content of feature articles
- have ultimate responsibility for resolving any disputes that may arise in relation to the magazine and its contributors and/or readers
- not be responsible for production or distribution of the magazine, which falls to the Publisher, appointed by the IFoA. The Managing Editor carries out the day-to-day management of the editorial
- be encouraged to attend monthly Management Committee meetings with the IFoA and the Publisher
- lead production meetings with the volunteer Deputy Editor, Features Editors and publishing team to monitor progress of current and future magazine content
- possibly be required to be involved with ad hoc events that are held in *The Actuary* magazine's name; such as webinars and roundtable events
- need to build and maintain relationships with key committees and individuals within the IFoA, to foster greater coordination of activities and content in the magazine
- be required to conduct interviews, with support from the Features editors and publishing team, so good written and verbal communication skills are a plus.

Tenure

The Editor is usually appointed for a term of two years, although an individual is permitted to apply to the IFoA for more than one term as Editor.

Time Commitment

The role of the Editor is expected to involve three to five days a month.

“Person” Specification

The Editor is required to have the following:

- membership of the IFoA. It is an advantage if the candidate is a qualified actuary with a number of years of post-qualified experience and a wide range of experiences and interests
- leadership skills
- strong and effective stakeholder management skills
- the ability to challenge effectively – for example, need to challenge whether certain articles should be published and if not, managing this message with the contributor
- the ability to be a strong team player
- critical thinking - using logic and reasoning to identify and manage alternative solutions, conclusions or approaches to problems
- excellent time management – managing one's own time to meet deadlines yet maintaining a flexible approach
- strong networking skills with external contacts/potential leads at industry events
- strong editorial/documentation skills including grammar, spelling and an eye for detail
- the ability to work effectively and flexibly under pressure.

This is an IFoA PDR role and a fee will be paid - [Professional Development and Responsibility \(PDR\)](#) is a term devised by the IFoA and has the following meaning: In addition to the traditional volunteer roles and tasks which our members undertake each year, there are also a number of other opportunities whereby members can offer to provide “paid” support for a fixed service. These opportunities are not by definition, “volunteering” roles. However, we recognise that the fee paid is nominal and we, as a profession, are therefore extremely grateful to, and reliant on, those members who provide this service to enhance and develop our profession.

March 2017