



The Institute and Faculty of Actuaries

***The Actuary* magazine - Editor (paid role)**

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 December 2021. 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.

The role of editor is a blend of strategic direction and hands-on tactical delivery. Due to the demands of monthly magazine production deadlines this can be a challenging but rewarding role. We estimate that the role of the Editor is expected to involve six to eight days a month, although this may vary due to the demands of the magazine.

‘Task’ and ‘Person’ Specification:

‘Task’ Specification

The role

The Editor is responsible for all technical editorial content of *The Actuary*. (This excludes IFoA news, IFoA content pages, promotions, advertising and news content featured on the website /Jobsites /social media).

The Editor will be a key part of the Publishing team, which comprises representatives from the IFoA; the Publisher (Managing Editor and staff as appropriate); and the Editorial team, which includes all appointed section editors. The Editor will:

- Outline a strategy for the magazine in the first three months of their editorship. This strategy will incorporate the themes of the magazine over the duration of the editorship, being informed by the strategy of the outgoing editor and the IFoA’s strategic vision, and will respond to trends within the actuarial profession and wider society. The strategy will be a collaboration between the IFoA, the Editorial Advisory Panel (EAP) and the Editor.
- Support the Editorial Team in sourcing, collating and editing content submitted to the magazine. The Editor will provide oversight of this process, ensuring technical accuracy of all material.
- Write a monthly editorial, collate the letters page(s) and respond to any readership enquiries.
- Attend monthly production meetings with the Publishing team to monitor progress of the content pipeline. The production meetings are a forum for collaboration, ideas and recommendations for the development of new content, where constructive discussion and participation from all parties is encouraged. The Production meetings will be jointly chaired between the Editor, the IFoA and the Managing Editor.
- In collaboration with the IFoA, be responsible for reviewing all proofs provided by the publisher from a technical/actuarial perspective, according to the agreed production timetable.
- In collaboration with the IFoA, be ultimately responsible for resolving any disputes that may arise in relation to the magazine and its contributors and/or readers.

- Build and maintain good relationships with key committees and individuals within the IFoA, to foster greater coordination of activities and content for the magazine.
- Be required to conduct external magazine interviews, with support from the Publishing team
- When required, appoint new members to the Editorial Team, in agreement with the IFoA, who will participate in the interview process, if necessary.
- Attend monthly Management Committee meetings with the IFoA and the Publisher.
- Be available for ad hoc events held under *The Actuary* brand; ie webinars and roundtable events.

Tenure

The Editor is usually appointed for a term of two years, although an individual is permitted to apply to the IFoA for an additional 1-year term.

Time Commitment

The role of the Editor is expected to involve six to eight days a month, although as noted earlier this may vary due to the demands of the magazine.

“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 several years of post-qualified experience and a wide range of experience and interests
- Strong leadership skills
- Effective stakeholder management skills
- Excellent editorial/documentation skills including grammar, spelling and an eye for detail
- Excellent communication skills - the ability to communicate goals with others and provide constructive feedback so that writing/editing meets magazine editorial guidelines
- Be a strong, collaborative team player
- Critical thinking - the ability to use logic and reasoning to identify and manage alternative solutions, conclusions or approaches to problems
- Excellent time and project management skills – managing one's own time to meet deadlines while maintaining a flexible approach
- Solid networking skills with external contacts/potential leads at industry events
- The ability to work effectively and flexibly under pressure.

This role will be an office holder of the IFoA and will be remunerated at the rate of £500 per month, paid through the IFoA payroll. Any expenses incurred in the role are recoverable in line with the Institute and Faculty of Actuaries expenses policy.

May 2021