



## General Editor

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This is a core role within King's Think Tank Committee and essential for the publication of King's Think Tank 'Spectrum'. King's Think Tank is a policy-focused society, thus the General Editor is central in delivering on the core focus of King's Think Tank mission. This role will suit someone who is both big picture and detail-oriented, and is looking to shape and promote the best policies for King's Think Tank.

Job responsibilities:

- Oversees writing and publication activities of King's Think Tank, including
  - Oversees writing and publication, including:
  - Setting the agenda and publication process for the Spectrum.
  - Managing the King's Think Tank blog.
- Ensures policy centre research projects are focused and delivered on time, with a specific policy outcome from each project
- Provides leadership and support to editors and researchers in writing policy pieces.
- Communicates with external parties interested in collaborating with King's Think Tank in producing written output.
- Assists with drafting policy recommendations as required

The General Editor will work closely with:

- President, Vice-President and Core Committee of King's Think Tank, ensuring delivery of core focus of King's Think Tank: student-led policies
- Head of Communications, designing, publishing and circulating Spectrum, King's Think Tank blog and other publications
- Policy centre presidents, editors and researchers, in fulfilling writing, research, and policy output responsibilities of each policy centre

Desirable Skills/Attributes:

- Editorial and professional writing experience – awareness of quality publications
- Experience in Graphic Design and website maintenance
- Strong understanding of policy and ability to provide leadership in policy and research development within King's Think Tank

- Be motivated, ability to deliver work to deadlines, good communication skills, capacity to work with other King's Think Tank committee and provide guidance and leadership where needed.