



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Editorial Assistant for Conflict Management and Peace Science**



**Salary: Grade 4 (£23,700 – £ 25,138 p.a.)**

**Hourly/Variable contract**

**Fixed term: 1 June 2026 to 30 November 2027**

## **Editorial Assistant for Conflict Management and Peace Science**

**Do you have excellent proof reading skills, attention to detail and the ability to produce accurate work under pressure? Do you have strong communication skills and enjoy working with a variety of people.**

An Editorial Assistant is sought to work with the editorial team of the Conflict Management and Peace Science (CMPS), an international journal published by Sage on behalf of the Peace Science Society International. CMPS publishes empirical papers at the cutting-edge of peace and conflict research.

Based at the University of Leeds, you will work with the new and ambitious editorial team.

### **Main duties and responsibilities**

As an Editorial Assistant your main duties will include:

- Managing ScholarOne and Manuscript Central systems (training will be provided) to ensure smooth and timely peer review and production processes;
- Maintaining correspondence with journal contributors, dealing with routine enquiries;
- Assisting editors with copy-editing, style checks and dealing with copyright issues;
- Checking final journal proofs for return to publishers by scheduled date;
- Arranging, attending, and managing the agenda for various editorial meetings;
- Assisting in the organisation of journal events (e.g. workshops, lectures);
- Implementing the journal's social media strategy;

Some flexibility will be required in line with the level of workflow, in accordance with normal routines of academic publishing and the requirements of the Editors,

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



## Qualifications and skills

### Essential:

- Excellent IT skills and an ability to become proficient in the use of ScholarOne and Manuscript Central;
- Proven ability to work accurately with excellent attention to detail;
- An ability to communicate confidently and courteously at all levels, both in writing and orally;
- An ability to work independently, organising and prioritizing your own work;
- A commitment to sensitivity in handling confidential information;
- Familiarity with social media communication (e.g. Twitter).

### Desirable :

- Experience of academic proof reading and editing;
- Existing knowledge of ScholarOne and Manuscript Central is preferable.
- Knowledge or an interest in International Relations/ Security/ Peace and Conflict Studies;
- A good understanding of the academic research environment.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Dr. Margherita Belgioioso, Associate Professor in Quantitative International Relations**

Email: [m.belgioioso@leeds.ac.uk](mailto:m.belgioioso@leeds.ac.uk)



## **Additional information**

### **Working at Leeds**

We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

### **Our University**

As an international research-intensive university, we welcome students and staff from all walks of life. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Social Sciences we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability. »

### **Information for disabled candidates**

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility information page](#) or by getting in touch with us at [hr@leeds.ac.uk](mailto:hr@leeds.ac.uk)

### **Criminal record information**

#### **Rehabilitation of Offenders Act 1974**

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

