



## **BACCH Trainee Newsletter Editor – Job Description**

*Are you an ST6-8 Community trainee who would like experience working as a Trainee Editor of a quarterly Newsletter focussed on issues related to Community Child Health?*

*This is a fantastic opportunity to be involved in developing the content, design and reach of BACCH News, a Newsletter that goes out to all over 950 members every three months.*

*Self-nominations are sought to **serve for two years** alongside the Newsletter Editor.*

### Role description:

1. To work closely with the (Consultant) Newsletter Editor and the BACCH Executive Officer
2. Seek out new content for the quarterly Newsletter
3. Develop the Author Guidelines to ensure they are always relevant and up-to-date
4. Respond to queries from potential authors to support in developing article ideas
5. Contribute to strategic discussions about Newsletter themes
6. Contribute to design discussions about Newsletter formatting
7. Review, edit and comment on submitted articles, responding promptly to authors with both positive and constructive feedback, if necessary
8. Attend quarterly meetings with the Newsletter team to discuss development of the Newsletter, ideas and opportunities to improve the Newsletter (both content and reach)
9. Identify events or courses that might benefit from being advertised through the Newsletter
10. Encourage colleagues to write articles for the Newsletter, particularly covering topical issues
11. Promote the Newsletter amongst your colleagues and networks
12. *(You will not be a member of BACCH Executive or BACCH Council, but will be welcome to join the twice-yearly meetings for the latter.)*

### Time commitment:

The lead up to each quarterly edition of BACCH News tends to be the busiest time, requiring approximately 2-4 hours per week during the three weeks before publication. *(Mid Feb-early March, mid May-early June, mid August-early September, mid November-early December.)* In between editions, time commitment is approximately 2 hours per month.

### Eligibility:

This is a role intended for ST6-8 Trainees in Community Paediatrics. GRID or non-GRID trainees in Community Child Health or Neurodisability are welcome to apply. We ask that applicants are either current members of BACCH or are willing to join.

### How to apply:

Please send a CV (3 pages max) along with a brief statement (250 words) outlining your experience and reasons for wanting to take up the role.

Please send applications and queries to [bacch@rcpch.ac.uk](mailto:bacch@rcpch.ac.uk).