



**British Institute of
International and
Comparative Law**

ICLQ Assistant Editor
Job description and person specification

ICLQ Assistant Editor

Salary: £ 30,000-35,000 per annum pro-rata
Location: London office/Hybrid
Hours: 17.5 hours (0.5fte)

Introduction

The British Institute of International and Comparative Law (BIICL) is seeking to recruit an Assistant Editor for the International and Comparative Law Quarterly Journal (ICLQ). BIICL is the foremost independent legal research and discussion body in the United Kingdom in its field, and one of the leading such bodies in the world, and the ICLQ has been its flagship publication since 1952. The Journal, renowned for its coverage of topics in public international law, private international law, comparative law, European law and human rights, is published by Cambridge University Press.

The Role

The person appointed will report to the Managing Editor of the Journal and operate as a vital part of the editorial team. Responsibilities include all aspects of the day-to-day running of the Journal. Specific duties include:

- Managing and monitoring submissions and peer review procedures via the online submission platform, ScholarOne;
- Providing administrative support to the Managing Editor and Editor in Chief;
- Editing articles for clarity and content, as well as ensuring adherence to the Style Guide;
- Proofreading and checking author corrections;
- Managing book reviews, including suggesting potential reviewers for books offered to the ICLQ, contacting reviewers and requesting review copies;
- Responding to copyright and Open Access queries;
- Facilitating the quarterly ICLQ Editorial Board meetings;
- Collaborating closely with the Editor in Chief, the Editorial Board and the Book Review editor, and with contacts at Cambridge University Press;
- Ensuring courteous and efficient correspondence with authors and reviewers;
- Contributing to the organization of two annual events: the ICLQ lecture and the ICLQ Publishing Workshop;
- Generating social media content to promote the Journal and monitoring accounts.

Person Specification

It is expected that the successful applicant will demonstrate and provide evidence of the following:

- A degree or equivalent experience;
- Exemplary proficiency in written English, including spelling, grammar, and clarity;
- Outstanding administrative and organizational skills with meticulous attention to detail;
- Proven ability manage workload and prioritize tasks effectively;
- Strong communication skills, encompassing diplomacy, sensitivity and the ability to communicate complex ideas clearly and succinctly;
- Editorial experience, including editing and proofreading academic texts;



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- Proficiency in MS 365 and Office programmes, particularly MS Word, Adobe, video conferencing software such as Zoom, as well as familiarity with social media platforms (X and LinkedIn);
- A collaborative and collegial work ethic.

Additionally, the following attributes are highly desirable:

- Strong background in international law;
- Copyediting experience;
- Familiarity with the ScholarOne platform;
- An interest in and commitment to academic publishing.

Hybrid or remote work is possible in this role, though in-person attendance will be required at quarterly Editorial Board meetings at the BIICL offices in London and other pertinent events or meetings, as well as BIICL staff events and training.

The position is part-time (0.5 FTE) with a salary in the range of £30,000 - £35,000 (pro rata) depending on experience. Annual leave entitlement is 30 days per year, pro rata for part-time staff. The ideal candidate will commence duties as soon as possible.

Application Process

The **application deadline** is **25 October at 23.59 BST**. Applicants should send the following by email to jobs@biicl.org:

- A full curriculum vitae;
- A covering letter setting out their reasons for applying and how they meet the criteria for this post;
- A completed BIICL application cover form available [here](#);
- The BIICL Equality Monitoring Form available [here](#) (optional).

Please ensure that you put the full title of the role you are applying for in the email subject line.

Informal enquiries may be addressed to **Anna Riddell-Roberts**, ICLQ Managing Editor (a.riddell@biicl.org).

Applicants are encouraged to learn more about BIICL, its members of staff and activities at <http://www.biicl.org>.

We regret that we are unable to acknowledge receipt of applications personally, as we are a charitable organization with limited funds. If you do not hear from us regarding interviews within four weeks of the closing date, your application has been unsuccessful.

To be considered for this role, all applicants must currently have the right to work in the UK or will have secured the right to work in the UK by the date of commencement of employment.

BIICL is an equal opportunities employer and encourages applications from communities and groups under-represented in the legal community.