



## JOB DESCRIPTION

### Summary

<b>Job title</b>	Associate Managing Editor, <i>Forced Migration Review</i> (temporary)
<b>Division</b>	Social Sciences Division
<b>Department</b>	Oxford Department of International Development
<b>Location</b>	Queen Elizabeth House, 3 Mansfield Rd, Oxford OX1 3 TB
<b>Grade and salary</b>	Grade 8: £47,085 -£55,895 per annum (pro-rata for part-time) - (including an Oxford University Weighting of £1,500 per year)
<b>Hours</b>	Part time (15 hours / 0.4fte)
<b>Contract type</b>	6 months
<b>Reporting to</b>	Director of the Refugee Studies Centre
	Closing date – midday (UK time) on 16 September 2024

### The role

The Associate Managing Editor of Forced Migration Review (Maternity Cover) is generally responsible for strategy, management, oversight and implementation of all aspects of Forced Migration Review (FMR), including finance and funding. The Associate Managing Editor develops and maintains effective working relationships within the Refugee Studies Centre, the Oxford Department of International Development and the University, and networks with external institutions around the world. FMR is usually published in four languages: Arabic, English, French and Spanish.

The Associate Managing Editor is line-managed by the Managing Editor.

At ODID we embrace and cherish our differences, and endeavour to be considerate and welcoming of all. You are most welcome at ODID, without the need to hide any part of who you are. We acknowledge societal inequalities and how these affect us, and those around us, personally and professionally. We hold an Athena Swan bronze award in recognition of our efforts to introduce organisational and cultural changes which promote equality, cherish diversity and create a better working environment for all. We are also taking active steps to promote race equality and reduce the risk of bias and discrimination. We work together to enrich, fortify and grow our community and dedicate our combined efforts to teaching and research to increase our impact and influence in development debates at the national and global level. We encourage all eligible candidates to apply for our vacancies and join us in pursuing our goals.



## Responsibilities

### **Content Editing and Production**

- Overall responsibility for the quality of content across all FMR's formats and channels, including the magazine and associated products, website, social media, video and audio, in each of the four languages.
- In collaboration with the Deputy Editor and the International Advisory Board (IAB) selects themes for forthcoming issues, based on awareness of and research into current and/or key issues relating to forced migration); b) develops calls for theme-related articles; and c) identifies key networks through which to publicise and disseminate each call for articles.
- In collaboration with the Deputy Editor, responds to article offers, reviews all articles submitted, identifies gaps in coverage, selects and briefs external reviewers for specific comment, and liaises with authors to secure approval of edited material.
- Oversees translation, design, promotion and production processes, ensuring that all content is produced to a high quality, on budget and in a timely manner.
- Alongside FMR team members, manages relationships with suppliers of services, including with designers, digital developers, translators, printers and the mailing-house.

### **Strategy**

- Overall responsibility for developing FMR's strategy (including content, promotion, digital and fundraising planning) within the context of the RSC, ODID and the University's strategic plans.
- Contributes to wider strategy discussions within the RSC, ODID and the University, where appropriate.

### **Fundraising**

- Responsible for securing funding for all aspects of FMR's work. This includes researching possibilities for core and issue-specific funding; building relationships with potential donor organisations; writing donor proposals and funding reports; liaising and negotiating with potential and current donors; working with RSC researchers and others externally to incorporate FMR publications, when appropriate, into their research proposals and to identify other potential areas of collaboration.
- Ensures accurate and timely reporting for specific donors and for RSC, ODID and University reports.
- Ensures compliance with departmental and university requirements relating to contracts and donor relations management.

### **Line Management**

- Line-management of all FMR staff members, currently FMR Deputy Editor, FMR Finance and Promotion Assistant and FMR Assistant. This will include regular meetings, personal development conversations and support.

### **Finance and Risk Management**

- Ensures all financial processes and requirements are complied with. This includes procurement, reporting, budgeting and systems maintenance.
- Maintain security of readers' data in compliance with current data protection practices.
- Ensures all aspects of FMR's work comply with current guidance on cyber security and that staff are aware of and implementing safe practices, including secure password management.
- Ensures all signed contracts are adhered to, whether relating to donors or suppliers.
- Ensures translations are accurate.

- Ensures the brand guidelines are applied across all formats and channels.

### **External Representation and Collaboration**

- Manages and liaises with FMR's International Advisory Board, including running occasional meetings of Board members.
- Actively participates in RSC meetings, updates RSC colleagues on FMR developments/activities, and contributes to the wider fundraising and outreach efforts of the RSC.
- Represents FMR and undertakes networking and research at external events.
- Seeks out and takes opportunities to promote FMR to new readers, whether in-person or online, in order to grow our audience.

### **Learning and Innovation**

- Encourages regular reflection and review of processes and data (including analytics) to drive improvement.
- Keeps abreast of developments of global trends in forced migration, communications (particularly digital) and publishing to ensure that FMR remains up-to-date and relevant to its audiences.

## Selection criteria

### Essential selection criteria

- A Bachelor's or Master's degree or equivalent experience, preferably in the field of social sciences
- Must be a self-directed strategic thinker with the capacity to problem-solve, take initiative, set priorities, and exercise good judgment in an organised and professional manner.
- Knowledge and experience of forced migration/development issues and the international humanitarian community
- Proven experience overseeing a website, or significant section of an organisational website, preferably working with others to implement changes as needed.
- Demonstrated ability to conceive, implement and evaluate creative communication strategies in a large and complex organisation.
- Extensive budget management experience including dealing with donors and fundraising
- Excellent written skills with the ability to develop high quality, accurate and consistent communications materials.
- Excellent oral communication and interpersonal skills, with the ability to inspire the confidence of senior colleagues.
- Demonstrable ability to assimilate complex information quickly and make it accessible to a wider audience through a variety of communications channels.
- Track record of successful line-management

### Desirable selection criteria

- Demonstrable experience in producing effective web content and working with web content management systems.
- Understanding of brand and design.
- Proven experience in editing roles in a large organisation with multiple stakeholder groups.

- Some working proficiency in at least one of the three additional languages in which FMR is published: Spanish, French and Arabic.

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

## About Forced Migration Review

Forced Migration Review (FMR) is the flagship publication of the Refugee Studies Centre and is well-respected and read at all levels of the international research and humanitarian communities.

It was set up in 1987, then under the name of RPN (Refugee Participation Network), to provide a forum for the regular exchange of experience, information and ideas. Since its re-launch in January 1998 as Forced Migration Review, the publication now explicitly addresses issues relating to internally displaced people (IDPs) and stateless people as well as refugees and asylum seekers. Through FMR, authors from around the world analyse the causes and impacts of displacement; debate policies and programmes; share research findings; reflect the lived experience of displacement; and present examples of good practice and recommendations for policy and action.

FMR is usually published in English, Arabic, French and Spanish (ability to publish each time in all languages is funding-dependent), twice a year, with occasional additional supplements. It is distributed free of charge to a global readership and all issues are freely available online at [www.fmreview.org](http://www.fmreview.org).

The FMR team consists of a Managing Editor, a Deputy Editor, one part-time Finance and Promotion Assistant and one part-time Administrative Assistant.

FMR has an International Board of Advisors (IAB), who advise the editors as requested; sometimes review submitted articles; and advise the editors on potential funding sources.

FMR is entirely dependent on grants (secured by the Managing Editor with support from the FMR team) for all aspects of its work, including the salary costs for all FMR staff. Grants range from small personal donations to relatively large grants from governments and international agencies. A list of current donors is at [www.fmreview.org/for-donors/donors](http://www.fmreview.org/for-donors/donors). Some grants are provided on an annual basis by UN, governmental and NGO sources; others are one-off grants or earmarked for particular FMR issues from those same sources, foundations, etc. The budget for the financial year 2021-22 (ended July 2022) was approximately £301,000.

## About the Refugee Studies Centre

The RSC is a multidisciplinary teaching and research centre which forms a part of the University of Oxford's Department of International Development. Established in 1982, it has won an international reputation as the leading centre for research and teaching on forced migration, work which embraces a commitment to improving the lives and circumstances of forced migrants. The RSC's core activities are:

**Research:** The RSC provides multidisciplinary, independent and critical scholarship on factors determining and resulting from the forced displacement of populations. The Centre drives scholarship and social scientific debates on forced migration both through its own work and by encouraging collaboration between academics from a wide range of institutions and university departments.

**Teaching:** The RSC's teaching programme is designed to support and develop the next generation of scholars and thinkers, as well as to foster a culture of critical reflection within the wider humanitarian community. It provides taught and research degrees as well as short summer courses and workshops for researchers, policymakers and practitioners in the field of forced migration.

**Dissemination:** A varied portfolio of publications, information resources and networking initiatives promotes influential engagement with a full range of academics, policymakers and practitioners.

## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial, and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).

## Oxford Department of International Development

The Oxford Department of International Development (ODID) is the focus in the University for post-graduate teaching and advanced research on developing countries and emerging economies, and on their relationship with the rest of the world. ODID is located at Queen Elizabeth House in central Oxford, and is thus often known as "QEH". The Department is recognized as one of the leading international centres in its field. It was ranked as the top development studies department in the country in the UK government's national assessment of research excellence in both 2008 (Research Assessment Exercise) and 2014

(Research Excellence Framework), with most of its research rated as world-leading and internationally excellent. ODID maintains a world-wide network of scholars and policy researchers in developing countries. The Department has particular strength in the study of Africa, Asia and Latin America. It has close relationships with cognate departments in Oxford, such as Politics and International Relations, Anthropology, Area Studies, Economics and Law.

The Department comprises a core of some 25 academic staff engaged in teaching and research, together with 71 research staff in five research centres - the Refugee Studies Centre, the Young Lives Study, the Oxford Poverty and Human Development Initiative, the Technology and Management Centre for Development and the International Growth Centre, which is led by ODID and the Department of Economics, with the LSE. These centres have support from key research partner institutions in developing countries, and engage in extensive policy advisory work for governments, international agencies and civil society organisations.

ODID teaches around 260 postgraduate students on doctoral and Masters' programmes. Students come with outstanding academic track records from all over the world. Degrees offered at ODID include the DPhil in International Development, a DPhil in Migration Studies (based at Anthropology), a two-year MPhil in Development Studies and four one-year MSc courses on Economics for Development, Refugee & Forced Migration Studies, Global Governance & Diplomacy, and Migration Studies. These programmes are research-led, and combine rigorous research methods training with applied thesis work which prepares students for both academic and policy careers. The Department is also home to a considerable number of post-doctoral fellows and academic visitors from a wide range of developing countries.

Further information about the Department can be found at <https://www.qeh.ox.ac.uk/> and on the courses at <https://www.qeh.ox.ac.uk/content/study>.

## Social Sciences Division

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The divisions are responsible for academic strategy and operational planning, oversight of the teaching and research of their constituent departments and faculties, and for personnel and resource management. The social sciences at Oxford are distinctive for both their depth and breadth, with over 1,000 academic and research staff working across fifteen departments, faculties and schools. The Head of the Social Sciences Division is Professor Timothy Power.

The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings placed the University of Oxford as number one in the world for Social Sciences in 2018 and 2019. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, accounting for more 4\* research than any other institution. Our academic and research staff and students are international thought leaders, generating new evidence, insights and policy tools with which to address some of the major global challenges facing humanity, such as sustainable resource management, poverty and forced migration, effective governance and justice. As well as active interdisciplinary links with researchers in other divisions at Oxford, we engage and collaborate extensively with other universities and a wide range of governmental and non-governmental practitioner communities such as law, business, public health and welfare, international development and education around the world. The Division has an extensive portfolio of external funders, partners and supporters, with competitively-awarded external research income exceeding £50 million per year and philanthropic income over £25 million a year. As part of our commitment to equality of opportunity, seven of our departments have achieved Bronze Athena SWAN Awards: the Blavatnik School of Government, Economics, Education, International Development, Law, Anthropology and Museum Ethnography and the

Saïd Business School. The School of Geography and the Environment now holds an Athena SWAN Silver Award. All our other departments are either in the process of applying or scheduled to do so shortly.

The Division delivers an exceptional range of high-quality educational programmes all underpinned by the innovative research being undertaken by our academics. The student body is made up of over 2,000 undergraduate students, nearly 3,000 students studying postgraduate taught programmes and 1,200 postgraduate research students. The programmes we offer are wide-ranging, often interdisciplinary and include professionally-oriented provision in areas such as business, law and education. The Division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE) at undergraduate level; and at the Masters level programmes such as the Bachelor in Civil Law (BCL), Environmental Change and Management, International Relations, and Social Data Science.

For more information, please visit: [www.socsci.ox.ac.uk](http://www.socsci.ox.ac.uk).

## How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

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## Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

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## If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk).

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## Important information for candidates

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69<sup>th</sup> birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.



## Benefits of working at the University

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

### Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

### Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

### Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).