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| **Job Title: Scientific Editor of *Menopause Live* and *Our Menopause World***  **Organisation: International Menopause Society** **Location: work from home** **Closing Date: 17th August 2018**  The International Menopause Society (IMS) invites applications for the role of Scientific Editor for its premier e-services, *Menopause Live* and *Our Menopause World*, both key to the Society’s aim of disseminating evidence-based information about menopause on a regular basis. These services are perceived by the membership as two of the most highly valued services offered by the Society, helping physicians at all levels of their professional career to keep abreast of current research and reviews.  *Our Menopause World* is issued on the first Monday of each month; in addition to Society news, it includes a review of the current literature on menopause and women’s midlife health as well as various other news items that are considered of interest to the IMS membership.  *Menopause Live* is sent electronically to all IMS members on the other Mondays of each month. Each issue offers a brief summary of a recently published research paper or review relating to menopause and women’s midlife health, followed by a personal comment on the results, with reference to other relevant publications where appropriate.  The Scientific Editor will perform regular reviews of the literature to identify key research papers and will invite respected authorities in the field to write expert commentaries for *Menopause Live* of no more than 500 words. He/she will liaise with the Editor-in-Chief and Associate Editors of the Society’s peer-reviewed journal, *Climacteric*, to help promote the peer-reviewed research published in the journal to a wider audience, comprising both IMS members and non-members. His/her role will also encompass sourcing opportunities for case reports, member profiles, etc.  Supported by the Editorial Consultant and reporting to the Executive Director and the Board of Trustees, this position is a part-time role which can be carried out from home and which attracts an annual honorarium. The Scientific Editor will be an ambassador for the Society through active engagement with the global community. He/she will be responsible for selection of content for publication and ensuring peer review of all commentaries. The Scientific Editor will also be expected to take an innovative approach and seek opportunities to develop the e-bulletin service to meet the changing needs of the IMS membership.  **Honorarium:** The Society is open to discussion about the development of this role, which attracts an honorarium of £4,800 per annum.  For further information please visit [IMSociety.org](http://www.imsociety.org) or contact: Lee Tomkins, Executive Director, IMS, [Leetomkinsims@btinternet.com](mailto:Leetomkinsims@btinternet.com) or Tel: +44 1726 884 221 |

**The roles and responsibilities of the Scientific Editor for *Menopause Live* and *Our Menopause World***

* To be responsible for the whole process of developing the weekly service
* To develop and maintain a database of key health-care professionals and international opinion leaders in menopause medicine who will provide informed analysis and comment about recently published research papers
* To ensure that high-quality commentaries are commissioned for *Menopause Live*, and be responsible for the peer-review process
* To review the current literature on menopause and women’s midlife health and provide a monthly summary of about ten papers for *Our Menopause World*
* To select and order contents for each weekly e-bulletin
* To work with members of the IMS Board and the *Climacteric* Editorial Board to provide first-line commentaries
* To work in conjunction with the Editorial Consultant to ensure timely production of each issue. She is responsible for the copy-editing, formatting and online publication of each commentary and any supporting documentation
* To provide a written Report to the Board twice a year for discussion at Board meetings, and to meet with the Board at the World Congress every 2 years. Support to attend the World Congress will also be included.

**Editorial Qualities and leadership**

We are looking for an experienced, creative and energetic person to help develop and grow *Menopause Live* and *Our Menopause World* and to lead initiatives successfully to reach a world-wide audience in menopause and its related fields.

**Essential criteria**

* A thorough understanding of the fundamentals of the menopause though clinical experience
* Access to online databases such as PubMed to ensure the weekly summary of research papers can be produced
* Ability to read and assess the novelty, context and implications of research from different areas of this discipline
* Ability to coordinate the checking process by appropriate peer reviewers to ensure that the scientific validity of the service is maintained
* Confidence in providing guidance and making decisions
* High motivation and the capacity to work independently and as part of the team
* Willingness to look at opportunities to develop the service, and possibly link to other educational initiatives, e.g. webinar programme, IMPART, the online educational tool, or educational initiatives for World Menopause Day
* Strong written and oral communication skills and fluency in English (written and spoken).

**Desirable criteria**

* MSc or research doctorate, e.g. PhD or MD or other higher degree in a related field to menopause, or have research/clinical experience
* Experience in medical editing or medical e-publishing
* Experience in maintaining the high-quality editorial content of the e-service
* Familiarity with the use of Social Media