



The Australian Council of Stoma Associations Inc.

Patron: His Excellency General the Honourable Sir Peter Cosgrove AK MC (Retd)
ABN 12 516 756 556

Ostomy Australia Managing Editor

The Australian Council of Stoma Associations invites expressions of interest for the position of Managing Editor of *Ostomy Australia*, ACSAs' national journal.

The role involves producing and managing the national distribution of the journal to 21 associations, three times a year. As presently structured, the position encompasses editorial, advertising and administrative functions.

ACSA will be prepared to consider appointing two people undertaking the range of duties involved in producing the journal: specifically, an editor, who will be responsible for production and maintaining the quality of the journal; and an administrative assistant, to share advertising functions and look after financial and other matters. The precise nature of the division of duties would be determined by negotiation.

Since its inception in 1992 *Ostomy Australia* has developed into a professional journal, with high editorial, design and production standards. Although work is concentrated around the production periods (March-April, July-August and October-November), there are continual demands on the editor's time throughout the year. As presently structured, the position involves around 350 hours' work per annum.

The position is honorary, but attracts an honorarium of \$1500 per issue. ACSA also provides a mobile telephone service and reimburses the editor for relevant expenses. The position, as structured, would suit someone with experience in journalism, publishing or public relations. It might also be suitable for someone with a background in administration, teaching, project management or IT.

A more detailed explanation of the tasks involved is available by contacting journal@australianstoma.com.au.

Duties

- ensure the timely production of *Ostomy Australia* three times a year, meeting publication deadlines
- maintain the quality and relevance of the journal
- ensure that the journal is financially self-supporting (ie, covers production costs)
- receive, assess and accept or reject contributions from members, and liaise with regular contributors
- edit contributions for clarity, sense, and grammar
- liaise with advertisers, receive advertisements

- plan journal, allocating appropriate space to editorial and advertisements
- work with graphic designer to prepare journal for printing
- maintain distribution lists
- in consultation with legal adviser, ensure that *Ostomy Australia* observes copyright and TGA advertising requirements, and does not breach defamation or privacy laws
- prepare estimates of annual income and expenditure
- write reports for the executive's mid-year meeting and national conference
- organise new editions/reprints of *A Beginning not an End* booklet, as required.

Skills

- excellent knowledge of written English
- good knowledge of print-production processes, or ability to acquire them quickly
- sound general management skills
- ability to work closely and constructively with graphic designers and printers
- ability to maintain and improve relations with advertisers
- capacity to maintain good relations with associations and respond to their reasonable demands
- ability to work independently and efficiently, and meet deadlines

Closing date: 22nd February 2019

Please send expressions of interest to:

The ACSA Secretary
PO Box 2427
SALISBURY DOWNS SA 5108

Email: acsasec@australianstoma.com.au