**Practical Theology Journal**
**Associate Editor Job Description and Person Specification**

Due to the growth and success of *Practical Theology*, the trustees of the Contact Pastoral Trust wish to appoint an Associate Editor, who will make a significant contribution to the continuing development of the journal. The appointment is with the expectation that after approximately three years the Associate Editor will take up the Editor role for at least the following two years. This is therefore an appointment for at least five years beginning in January 2026. The honorarium for the Associate Editor will be £910 per annum. The Editor role requires a time commitment of up to one day (7 hours) per week and carries an honorarium of £3300 per annum.

**Job Description: Associate Editor**
The Associate Editor will report to and be supervised by the Editor.

General Tasks
• Learn the process of editing this journal over the two years with a view to editing at least one issue of the journal within the first eighteen months. The first two years will allow the current Editor to induct the Associate Editor into the business and tasks of editing and withdraw at the appropriate point. The third year will involve planned transition to growing responsibility and oversight of the journal.
• Shadowing the current Editor, “triaging” new submissions for suitability, identifying and inviting peer reviewers, assessing peer reviews, making editorial decisions and contributing to editorials.
• Completing final proofing for the articles within their portfolio
• Supporting authors, especially those attempting publication for the first time to develop their work to an acceptable level for peer review.
• Liaising with the publishers, Taylor & Francis as appropriate, particularly when problems and issues arise.
• Preparing reports for and normally attending the annual meeting of the trustees of the Contact Pastoral Trust (expenses are paid for individuals traveling within the UK).

• Attending, if at all possible, the annual conference of the British and Irish Association for Practical Theology, BIAPT (at own expense) and representing the journal there.
• Contributing to the editorial team at *Practical Theology*, viz, the Editor, Associate Editor, Poetry Editor, and Book Reviews Editor.
• Joining the Editor in a biannual virtual meeting with members of the Editorial Board.
• Networking and being a voice in support of the journal whenever and wherever possible.

Specific Tasks
• Maintaining and monitoring an inventory of submissions, the status of reviews, and publication deadlines for articles and book reviews.
• This will develop a wider network of volunteer teams of peer reviewers from various regions around the world.
• Developing innovative ideas and bringing creativity to how the journal operates.

Person Specification: Associate Editor

*Essential*
• A postgraduate qualification in practical theology or a closely related field.
• Evidence of publication in an international peer-reviewed journal.
• Network locally and internationally in practical theology, such as BIAPT, IAPT, and beyond.
• Capacity to take on the Editor role in due course: be organised, creative, innovative and able to deliver to deadlines.

*Desirable*
• Experience of serving as a peer-reviewer or a member of a journal's editorial board.
• Specialised in feminist theology, de/postcolonial theology, and/or interfaith dialogue.

To apply to be Associate Editor send a brief CV (including publications) with a cover letter explaining why you are interested in this role to the Secretary at the Contact Pastoral Trust, Christine Lai: christinetclai@gmail.com by 15th August 2025.
If you would like to have an exploratory conversation with the current Associate Editor, Calida Chu, you may contact her directly at hangyanchu@gmail.com.
Shortlisted candidates will be invited to interview with the current Editor-in-Waiting and two members of the trustees of the Contact Pastoral Trust (the owners of the journal).