

Practical Theology Journal

Assistant 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 Assistant Editor, who will make a significant contribution to the continuing development of the journal. The appointment will be initially for three years, beginning from April 2026, subject to renewal. The honorarium for the Assistant Editor will be £450 per annum.

Job Description: Assistant Editor

The Assistant Editor will report to and be supervised by the Editor.

General Tasks

- Learn the process of editing this journal.
- Identify and invite peer reviewers, assess peer reviews, make editorial decisions, and contribute to editorials.
- Liaise with the publishers, Taylor & Francis, as appropriate, particularly when problems and issues arise.
- Prepare reports for and normally attend the annual meeting of the trustees of the Contact Pastoral Trust (expenses are paid for individuals traveling within the UK).
- Attend, if at all possible, the annual conference of the British and Irish Association for Practical Theology, BIAPT (at own expense), and represent the journal there.
- Contribute to the editorial team at *Practical Theology*, viz, the Editor, Associate Editor, Assistant 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

- Complete final proofing for accepted articles.
- Develop and manage a system (Excel spreadsheet) to track articles that are in review and in production every week.
- Update peer reviewers' list when appropriate.
- Maintain and monitor 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.



Person Specification: Assistant Editor

Essential

- A postgraduate qualification in practical theology or a closely related field.
- Be able to work as a team and work independently for editorial work.
- Be organised, creative, innovative, and able to deliver to deadlines.

Desirable

- Experience of serving as a peer-reviewer.
- Evidence of publication in an international peer-reviewed journal.
- Network locally and internationally in practical theology, such as BIAPT, IAPT, and beyond.

To apply to be Assistant 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 23rd February 2026.

If you would like to have an exploratory conversation with the current Editor, Calida Chu, you may contact her directly at hangyanchu@gmail.com.

Shortlisted candidates will be invited to interview with the current Editor, Associate Editor, and two members of the trustees of the Contact Pastoral Trust (the owners of the journal).