

AARN Network Leader Position Descriptions

1. Network Newsletter Editor

This network leader will be primarily responsible for the production and distribution of the AARN newsletter.

Task:

- Write, Edit and Distribute Periodic AARN Newsletter
- Solicit 800-word pieces of writing to be featured as “future directions”
- Write summaries of a few recent publications that highlight some of the work happening in the community
- Select and profile an “early career researcher”
- Produce a set of up to date “announcements”
- Develop the format and coverage of the newsletter

Skills:

- High quality writing and editorial skills
- Willingness to engage in community networking to solicit pieces from network members
- Enjoy experimenting with creative and engaging layout/multimedia tools

2. Network Social Media Editor

This network leader will be primarily responsible for establishing and maintaining the AARN social media profile.

Task:

- Set up AARN Twitter and Facebook Account
- Build the public profile of the network
- Promote events and recent publications and special issues

Skills:

- Competent user of social media.
- Willingness to engage regularly to promote the work of network members, recent publications or other public engagement activities.
- Ability to stay attune to current events that may be of interest to network members.
- Interest in using social media as a means to connect researchers to each other, events, organisations, and activities that are relevant and interesting.
- Aware of the various sensitivities that surround online engagement.

3. Network Website/Communications Editor (Two Network Leaders will share this role)

These network leaders will be primarily responsible for managing the AARN website

Tasks:

- Manage website material
- Liaise with conference conveners to secure video/photo footage
- Maintain updated lists of events, calls for papers, conferences and grants
- Review contributions from network members and upload where appropriate
- Remove/Archive out of date content
- Make contact with new members, reply to queries
- Maintain contact with all associated networks and groups
- Be a contact point for announcements and communicate this to the network website and communications leaders.

Skills:

- Comfortable with technology (the website is hosted on wix.com)
- Willingness to use/learn to use basic website design software
- Interested in good design, including the logical presentation of content
- Well-developed communication skills
- Ability to liaise across the research community to secure meaningful content

4. Network Engagement Editor

This network leader will engage within and beyond AARN, encouraging members to optimise the social impact of their work.

Task:

- Expand membership of the network through relevant conferences, publications, social media.
- Work with members to develop the network in response to their needs
- Seek to communicate the work happening within the network to policy makers, relevant organisations
- Produce summaries of “impactful” work within the community that can feature on the website and be sent to relevant media outlets.
- Develop opportunities for interaction between members: such as workshops, discussion forums, masterclasses

Skills:

- Versatile communicator and able to engage a wide variety of non-academic actors
- Excellent organisational skills