



Institute
and Faculty
of Actuaries

British Actuarial Journal: Assistant Editor Role, Task and Person Specification

The *British Actuarial Journal* (BAJ) is an online, Open Access publication which contains current practitioner research and discussion on actuarial topics. It acts as the platform for outputs from the Institute and Faculty of Actuaries' Sessional Research programme, including papers and transcripts of discussions, and other selected papers of interest to practitioners. The BAJ Editorial Board consists of an Editor, two Co-Editors and four Assistant Editors.

Role Purpose

The Assistant Editor supports the Editor and Co-Editors in maintaining the quality, accuracy and integrity of the *British Actuarial Journal* (BAJ). Working as a member of the Editorial Board, the Assistant Editor reviews and edits journal content, contributes to the efficient delivery of the publication schedule, and helps ensure that published material meets the BAJ's editorial standards and serves the needs of the actuarial profession.

Person Specification

Essential Experience, Knowledge and Skills

The Assistant Editor must:

- Have a working knowledge of actuarial practice and research and the emerging themes and trends in actuarial science, and be able to apply this knowledge when reviewing and editing content
- Be well organised and able to work effectively to deadlines
- Have an excellent command of written English, including grammar, punctuation and style, with the ability to apply editorial judgement for a modern audience
- Demonstrate strong attention to detail and the ability to apply editorial standards and guidelines consistently
- Be confident using relevant IT systems and software
- Be approachable, collaborative and able to work effectively with a range of stakeholders.

Desirable Experience

- Experience of working to publication schedules or managing deadline-driven outputs
- Experience of contributing to an editorial team or publication process in any context.

Task Specification

The Assistant Editor will be asked to complete the following tasks as a member of the Editorial Board:

Production

- Review and edit allocated papers, articles and discussion transcripts, including content originating from online events
- Work within the journal production schedule and ensure agreed deadlines are met
- Collaborate with the Editorial Board and IFoA executive staff to deliver agreed outputs
- Escalate any content requiring further consideration or review to the Editor and Co-Editors

Communications and Meetings

- Maintain regular communication with the Editorial Board and IFoA executive staff to support the effective operation of the journal
- Participate in Editorial Board meetings (approximately six online meetings per year).

Remuneration and Time Commitment

This is a remunerated role, with the Assistant Editor operating as a self-employed contractor on a non-exclusive basis. The fee payable is £1150 (annual payment following submission of invoice) for delivery of agreed outputs per journal volume published. Full details will be laid out in the contract and schedule of services.

The timing of the work is subject to any deadlines arising from the publication process and associated activities. Editorial work is ongoing throughout the year; as a guide, the time commitment is expected to be the equivalent of 8 days per year.

c6 Editorial Board meetings are held per year (1 hour each) via online call.

Tenure

This is a three year appointment in the first instance, subject to delivery of agreed outputs as per contract; it may be renewed for a further three years.

Point of Contact

The Assistant Editor will liaise with the BAJ Editor and Co-Editors, and the IFoA Communities Research team. Day to day contact for operational matters will be with the IFoA Research & Content Lead.

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