

Editor-in-Chief, Journal of Infection Prevention (JIP) – Role Description

1. Summary

The Journal of Infection Prevention (JIP) is the peer-reviewed publication of the Infection Prevention Society (IPS), providing a platform for sharing innovation, practical insight, and applied research across the infection prevention and control (IPC) community. The Journal reflects IPS's mission to inform, inspire and support its multidisciplinary membership and wider audiences in preventing infection and improving patient outcomes.

We are seeking a new Editor-in-Chief to lead the Journal into its next phase of development. This is a voluntary leadership role, supported by a monthly stipend, and represents an exciting opportunity to influence national and international conversations in IPC.

The Editor-in-Chief is supported by Yellowback, who manage the Journal's administrative functions, and works closely with the Clinical Leadership and Engagement Committee (CLEC), the IPS staff team, and representatives from our publisher, SAGE. The successful applicant will be appointed for an initial term of three years, with the option to extend for up to two additional terms of two years each.

2. Purpose of the Role

The Editor-in-Chief is responsible for:

- Setting and delivering the strategic direction of the Journal
- Maintaining high editorial and ethical standards
- Overseeing and supporting the peer review process
- Leading the Editorial Team and contributing to wider IPS engagement

The role is both strategic and practical. The Editor-in-Chief ensures that JIP continues to publish content that is accessible, evidence-based and relevant to practitioners across all healthcare settings.

3. Key Responsibilities

Editorial and Strategic Leadership

- Lead the Journal in alignment with the Society's strategy and values
- Work with CLEC, Yellowback, and SAGE to grow the Journal's visibility, reach and readership
- Lead the annual review of the Journal's aims and scope
- Identify emerging themes, gaps or areas for commissioned content or special issues

- Promote the Journal as a leading platform for IPC insight and practical knowledge
- Support IPS engagement activities, including the JIP Journal Clubs

Editorial Operations

- Oversee the peer review and editorial decision-making process
- Ensure submissions are handled fairly, ethically and in line with COPE guidelines
- Review proofs and approve the running order of each issue
- Ensure timely processing of manuscripts in collaboration with Yellowback and SAGE
- Finalise decisions on submissions and prepare editorial feedback for authors
- Ensure each accepted submission includes an appropriate conflict of interest and ethics statement

Governance and Communication

- Report regularly to the Clinical Leadership and Engagement Committee on Journal progress and performance
- Collaborate with the IPS CEO, IPS President and Board of Trustees as required
- Attend CLEC meetings and provide written reports in advance
- Participate in strategic discussions about the future of IPS publishing

Team Leadership and Editorial Board

- Provide leadership to the Editorial Team, fostering good communication and collaboration
- Appoint new Associate Editors and Editorial Board members as needed
- Support the induction and development of new editorial team members
- Convene regular editorial team meetings (online) to discuss submissions, processes and opportunities

Relationship with Publisher

- Collaborate with SAGE on publication timelines, technical guidance, and promotion
- Ensure accepted manuscripts meet the publisher's formatting and style requirements
- Work with SAGE and Yellowback on marketing, special issues and author engagement

4. Person Specification

Essential

- Experience of peer review or editorial contribution (e.g. as reviewer or associate editor)
- Subject matter expertise in infection prevention and control or a related discipline
- A commitment to inclusive, evidence-informed publishing

- Strategic thinking and ability to work collaboratively across disciplines

Desirable

- Current involvement in research, education, or professional practice
- Experience of writing for or editing practitioner-facing publications
- Ideas for how the Journal could evolve to meet the needs of a wider readership

5. Time Commitment and Support

- The time commitment will vary week to week but requires consistent engagement with submitted manuscripts and team communications
- A monthly stipend is provided in recognition of the Editor-in-Chief's contribution
- Administrative and operational support is provided by Yellowback, allowing the Editor-in-Chief to focus on editorial and strategic matters
- The Editor-in-Chief will also be supported by the IPS CEO, staff team, and CLEC