

Website Manager: role description

Introduction

COPE is an independent UK Registered Charity dedicated to advancing ethical standards in journal publication internationally, and to providing support and advice to editors, authors, publishers, and professional organisations in the field of publication ethics. COPE has around 5000 members and has developed from an initial focus on biomedical publishing to cover all academic disciplines. We also have members around the world. The work of COPE is led by its governing Council which consists mainly of editors and publishers elected by the members and acting on a voluntary basis.

Candidates for the Web Manager would be expected to have experience in developing and maintaining websites similar to that of COPE (<http://publicationethics.org/>). In addition, they would be expected to have knowledge of, and innovative ideas for, using the website and social media to support COPE's members and further its wider mission of advancing ethical standards in scholarly journal publication. The website is the primary resource for COPE members but also provides freely available information on publication ethics to anyone interested.

Outline job description and core components

- To oversee the maintenance of the COPE website and other related online resources
- To be the key point of contact with the website developers
- To work with the website subcommittee of the Council, other members of council as needed, and the COPE Operations Manager and Administrator.
- To coordinate website projects initiated by Council
- To suggest ideas for, and coordinate the development of, the website and other online resources such that they cater for the needs of our individual and institutional subscribers both now and in the future
- In coordination with the Operations Manager, to manage the budget for the web effectively

Terms and conditions

COPE is broadly a “virtual” and internet enabled organisation, with one part time administrator and an Operations Manager. The Website Manager will report to COPE Council, usually via the website sub-committee.

We make no assumptions about the geographic location or specific working arrangements of the successful appointee, but expect them to be able to travel into London at reasonable expense for occasional meetings, which may include quarterly Council meetings and others. They will be expected to work from home or provide their own office space. We expect that this will be a part time job—probably equivalent to 2-4 days/month.