

Job description

Function/Role:	EATA Newsletter Editor This role is deeply embedded into the overall EATA communication strategy and represents an important pillar of the outside perception of EATA. The workload is cyclical throughout the year with higher intensity towards the newsletter publication deadlines.
Committee:	Independent role in close cooperation with The editorial board, the Communication Committee (CC) the Executive Committee (EC), the webmaster and Council. A reporting line to an EC Vice President ensures guidance, coordination and escalation ability.
Terms:	2 years
Elect/Shadow period:	Two editions of shadowing, if possible
Max. years of extension:	Not defined – no special restrictions foreseen

Tasks and responsibilities:

- The Editor is responsible for the overall quality of the intellectual content of the Newsletter, as well as edition consistency.
- The Editor is responsible for upholding the mission of the Newsletter and for selecting articles accordingly.
- The Editor serves as chair of the editorial board and oversees its work.
- The Editor solicits articles and ensures that the published content is consistent with the editorial mission and purpose of EATA.
- The editor collaborates with the editorial board, the Communication Committee (CC) the Executive Committee (EC) and the webmaster for appropriate publication.
- The editor shall verify facts and determine if an article is ready for publication and approves final versions.
- The Editor is overseeing the editorial review process and managing the deadlines.
- The Editor may report and shall escalate significant problems that might affect the quality or timely release of the Newsletter to EC.

Council

- The Editor prepares an annual report for the EATA Council.
- The Editor oversees the mission, policy and purpose of the Newsletter in consultation with the EATA Executive Committee and Communication Committee.
- The Editor periodically reviews the Editorial mission and policy of the Newsletter, consults with the editorial board, and makes recommendations to the Council to change the mission and policy in line with EATA strategy, when deemed appropriate.

Work closely with the Editorial Board, which tasks is:

- To review submitted articles.
- To advise on the Newsletter policy and goals.
- To work with the Editor to ensure ongoing development of the Newsletter.
- To identify relevant topics for each issue and to recommend priorities for publication.
- Proofreading and check for British English language and spelling.

Competencies:	• Advanced writing skills in English (C2 CEFR / C2 CPE), read content submissions, editing for spelling, punctuation and grammar, paying attention to detail. • Decision making competences in story/article selection • Leadership competencies to motivate authors and guide writing process. • Experience in designing and/or design programs; alternatively close work collaboration with an art designer to decide on layouts. • Skilled in multimedia and photography. • Flexible working style with the assertiveness to hold deadlines.
TA competencies and requirements:	Advanced TA knowledge Ability to work from the OK-OK perspective.
Nice to have:	Editorial experience
Other:	• Be in communication with the delegates during Council to be aware of the process within EATA's association(s), for inspiration, collaboration and output. • Incorporate EATA communication policies • Custody of eata.editor@eatanews.org • Being aware that the newsletter is a representation of EATA.

Reviewed

EATA Newsletter Editor Eva van der Randen	General Secretary Ana-Marija Vidjak	EC Member Mike Kercher
Date: 20/09/2026	Date: 10/09/2026	Date: 14/09/2026