

Conference of Socialist Economists

25 Horsell Road, London N5 1XL

Thank you for your interest in this post. Before making your application please read this introduction, the notes on 'How to apply', and the job description and person specification which follow.

The organisation

Founded in 1970, the Conference of Socialist Economists (CSE) is an international, democratic membership organisation which aims to overcome the boundaries of academia and activism. Its formal status is that of a company limited by guarantee.

Since 1977 CSE has published the journal *Capital & Class* three times a year. The journal is at the forefront of Marxist scholarship, its contributors having pioneered developments in value theory, the labour process and state theory. The journal is committed to developing a materialist critique of capitalism which embraces economics, sociology, environmentalism, feminism and anti-racism.

CSE is managed by an Executive Committee (EC), which is elected by the membership at the Annual General Meeting, along with an Editorial Board (EB). The Editorial Board oversees the editorial management of *Capital & Class*, while the Executive Committee manages the business side of the organisation and the workload of the Business Manager, who is the sole paid employee.

The Business Manager

The Business Manager's role is to manage CSE's finances, to co-ordinate production of *Capital & Class*, and to devise and implement publicity and promotion work. The nature of the work is varied and requires a high degree of organisational ability and attention to detail and the meeting of deadlines.

CSE is making increasing use of information technology to support its work. The Business Manager will be closely involved with further development of our website to support the EB's work of reviewing and selecting articles submitted for publication.

The worker is accountable to the Executive Committee, the direction of work and work priorities being determined by that committee. However, an agreed amount of time will be devoted to work generated by the Editorial Board and by production of the journal.

Supervision and support is provided by a nominated member of the Executive Committee. However, the employee will be expected to be pro-active and to exercise a high degree of initiative, as they will be required to work on their own most of the time with distance support.

The office has an Apple Macintosh computer and uses standard Microsoft business software – Word for word-processing and Excel for book-keeping – along with Eudora for e-mail. Candidates are expected to have appropriate transferable skills and/or willingness to be trained, although experience with these specific applications is naturally welcome.

Pay and conditions

The post is part-time (0.5), with hours and salary *pro rata* equivalent to Scale 6 of Inner London local government, set by the Greater London Provincial Council for 2006-07. Thus the starting salary is 0.5 of £24,000 (rounded up from £23,994), ie £12,000 for a 17.5 week, with annual increments of £350. Annual holidays are five weeks plus bank holidays, *pro rata*. The post is not pensionable.

Most duties are based at CSE's London office. Occasional working of unsocial hours is required, amounting on average to *three or four* evening meetings per year and one Saturday meeting approximately every six to eight weeks. In addition attendance at the Annual Conference/AGM is expected.

Time off in lieu for essential overtime, at time-and-a-half, will be given.

Equal opportunities statement

As a socialist organisation CSE is anxious to extend access to employment to people who have traditionally been discriminated against, including members of ethnic minorities, women, and people with disabilities.

An equal opportunities monitoring form is enclosed: it will be separated from the rest of your application before the short-listing process and will not be seen by those responsible for selection.

An EC member not otherwise involved in the recruitment process will prepare a report on the extent to which members of the groups mentioned above apply for the post, and are successful in being short-listed. This report will act as a check on our present practice and inform our future practice.

Please note that the CSE office is on the first floor with no lift.

How to apply

Your application must consist of:

- a *curriculum vitae* (three copies)
- a covering letter (three copies) explaining
 - (a) how your skills and experience — at least some of which may have been gained in voluntary work or other non-paid activity — would enable you to fill the role of Business Manager and
 - (b) why you would like to do the job.
- a completed equal opportunities monitoring form (see page 7)
- a completed referee contact form (see page 8)

Any parts completed by hand should be written in black ink.

Please send to: CSE, 25 Horsell Road, London N5 1XL.

Your application should reach the CSE office not later than Monday, 12 March 2007. Interviews will be held on Saturday, 24 March, so please be sure to make it clear how we can contact you during the week preceding the interviews.

We are sorry that we are unable to contact candidates who we decide not to interview. If you have not heard from us by the date of the interviews, please assume that your application has been unsuccessful on this occasion.

We are also very sorry that *we are unable to deal with enquiries for additional information*. Short-listed candidates will be invited to visit the office and meet the current post-holder as part of the selection process.

We look forward to hearing from you.

Julian Wells
for the CSE Executive Committee

CSE Business Manager, Job Description

The CSE Business Manager is responsible for a wide variety of tasks, falling into three broad and partly overlapping categories:

- Business
- Editorial
- Administration and website management

The job is largely self-managed, requiring good organisational skills and the ability to work unsupervised. Distance support (via email and telephone) with members of the Executive Committee (EC) and Editorial Board (EB) is provided. The Business Manager will also be required to attend occasional Executive and Editorial meetings (usually on a Saturday).

The following is a picture of tasks as they arise over the course of several months.

Business

1. All financial management. This includes:
 - i maintaining the organisation's accounts, including calculating quarterly VAT returns, using Excel
 - ii regular monitoring of bank statements, ensuring adequate funds are maintained in each account
 - iii calculating monthly wages, NI, tax etc.
 - iv invoicing, paying bills and expenses, dealing with insurance etc, all in a timely fashion
 - v producing regular financial reports, preparing figures for the annual audit, drafting an annual budget and writing a financial report for the AGM
 - vi acting as CSE Ltd company secretary and filing the appropriate statutory returns.
2. Overseeing the fulfilment service's management of the membership/subscription database. This includes:
 - i. regular liaison with the fulfilment service, including exchange of data and some updating of records
 - ii analysing subscription figures and income for the EC and EB
 - iii associated routine administrative tasks
 - iv managing online access to the *Capital & Class* archive
 - v supplying and invoicing occasional back issues and responding to enquiries regarding specific articles.
3. Identifying and pursuing promotional opportunities for *Capital & Class*. This includes paid and exchange advertising, mail-shots, developing promotional offers, commissioning and producing publicity materials, identifying promotional opportunities at conferences etc and attending them.
4. Regular attendance at Executive and occasional Editorial meetings, as required. Also
 - i liaison with EC and EB members, including circulation of minutes and other materials
 - ii liaison with the convenor of the conference arrangements committee
 - iii promotion of CSE events to agreed timetables, setting up meetings, occasional minuting, preparation and presentation of reports

Editorial

5. Administrative support for *Capital & Class*. This consists of regular liaison with the Editorial Board (EB) co-ordinator, and
 - i promptly notifying the EB co-ordinator of the arrival of new and revised articles, and acknowledging their receipt
 - ii receive, acknowledge and transmit enquiries from authors to the EB co-ordinator
 - iii circulation of submissions and appropriate forms to EB members
 - iv issuing of copyright information
 - v forwarding new books and catalogues to the book reviews editor.
6. Co-ordination of publication and distribution timetables with the EB Co-ordinator editor, copy editor, designer, typesetter and printer.

Administration and website management

7. Dealing with copyright enquiries, permissions requests etc. and processing royalties/permissions payments
8. Updating the online *C&C* archive and website information pages
9. Development and maintenance of web-based management of the editorial process
10. General administrative tasks, including:
 - i dealing with correspondence and responding to enquiries about *CSE/C&C*
 - ii maintaining contact lists and information sources
 - iii. taking responsibility for prioritising own use of time and keeping a timesheet.

CSE Business Manager, Person Specification

| Essential | Desirable |
|---|---|
| Work and other experience | |
| Financial management, preferably gained in a small organisation | Knowledge of academic journal editorial process |
| Experience of one of the following: Organisation and support of meetings/committees (agendas, reports, minutes) Maintenance of membership records/databases plus ability and willingness to acquire whichever of these not previously gained | Experience (either via employment or as a volunteer) of political or trade union campaigning |
| General office administration | Knowledge of either: the printing and publishing trade marketing and sales, preferably in publishing |
| Skills and qualifications | |
| No particular educational or professional qualifications, but numeracy and good written and verbal English are essential | Familiarity with any of the following: website administration website content creation e-commerce issues |
| IT Skills | |
| Proficiency with Office, particularly Word and Excel | Apple Mac experience |
| Ability to acquire further skills as agreed with the Executive Committee | |
| Personal attributes | |
| Commitment to CSE's political project Self-management skills, including time management Excellent communication skills in a variety of situations | |

Equal opportunities monitoring form

CSE is committed to a policy of equal opportunities in employment. In order to carry out this policy we are collecting information from all applicants on the key characteristics relating to equal opportunities in employment.

The information on this page is confidential and will not be used for any purposes other than CSE's policy on opportunities. Any information extracted from this page to compile statistics will not identify people individually.

This form will be separated from your application and will not be used for selection purposes.

1. **Age** _____ **Date of birth** _____

2. **Disability:** do you have a disability as defined by the Disability Discrimination Act 1995: "a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities"?

Yes **No** **If Yes, please state the definition:**

3. **Ethnic origin:** Ethnic origin questions are not about nationality, place of birth or citizenship; they are about colour and broad ethnic group. UK citizens can belong to any of the groups listed below. Please tick whichever group you feel most closely describes your ethnic origin.

| | |
|--------------|---|
| Asian | Bangladeshi |
| | Chinese |
| | Indian |
| | Pakistani |
| | Other Asian, please describe _____ |
| Black | African |
| | Caribbean |
| | Other Black, please describe _____ |
| White | British |
| | European |
| | Other White, please describe _____ |

Other ethnic group, please describe _____

4. **Gender.** I am (please tick)

Female **Male**

CSE Business Manager, References

Referees

Please give the names, addresses and contact details (phone, fax and email, as applicable) of two referees. These should normally include your present or most recent employer, together with another person who can speak for the personal and professional skills/qualities you are claiming in your application.

As far as possible we would like to see a new Business Manager in post at an early date. We would therefore like to take up references in advance of the interview if possible. ***Please indicate clearly if you do not want us to do this*** in the case of either or both of your referees.

Please note that this is not a criterion for short-listing: this form will not be seen by the selection panel before the interviews.

| | |
|---|---|
| Name | Name |
| Organisation | Organisation |
| Job title | Job title |
| Address | Address |
| Telephone | Telephone |
| Email/fax | Email/fax |
| Nature of relationship | Nature of relationship |
| May we contact this referee prior to interview? Please delete as appropriate | May we contact this referee prior to interview? Please delete as appropriate |
| Yes/No | Yes/No |

Declaration

I declare that all in the information I have given on this application form is true to the best of my knowledge and belief. I understand that my application may be rejected and/or that I may be dismissed if I have given false information or not given relevant details. I consent to the use of this information as outlined above. **Before returning your completed application form, please sign and date it below:**

Name _____

Signature: _____ Date: _____