Open Palaeontology Steering Committee

Location: Remote
Position Type: Voluntary, part-time
Application Deadline: 20/12/2026

The Role

Open Palaeontology (*OPal*) is seeking a **Steering Committee Member** to join its governance team for a three-year term. This is an exciting opportunity to play a key role in guiding a growing diamond open-access journal at the forefront of palaeontological research. As a Steering Committee Member, you will contribute to the strategic planning, development, and long-term growth of the journal. You will be responsible for maintaining the long-term stability and sustainability of the journal, while also helping to drive editorial and technological innovations that keep *OPal* at the forefront of open-access publishing. You will work closely with the editorial team and other committee members to ensure *OPal* continues to deliver high-quality, accessible research to the global palaeontology community.

Key Responsibilities

- Contribute to the strategic planning and long-term vision of *OPal*.
- Support the development and growth of the journal, including developing editorial and communications innovations and initiatives.
- Ensure the journal maintains high standards of scientific integrity and publication excellence.
- Provide guidance on policy, governance, and sustainability matters.
- Collaborate with the editorial and communications teams and fellow steering committee members to foster a professional, inclusive, and innovative environment.
- Promote and uphold ethical standards in all journal activities, including research integrity, fair peer review, and responsible editorial practices.

Why Join Us?

- You will be at the forefront of open science and open access publishing in palaeontology and the wider Earth sciences.
- You will have a meaningful impact on the direction and visibility of a diamond open-access scientific journal.
- You will help to shape the future of how palaeontological and broader scientific research can be shared and communicated.
- You will gain experience in strategic planning, journal governance, and editorial leadership.
- You will receive training in content management systems, editorial processes, and project and people management.

Essential Criteria

- **Publishing or Editorial Experience:** Experience in scientific publishing, either through authoring and reviewing peer-reviewed papers or prior editorial work handling, editing, or coordinating peer-reviewed submissions.

- **Subject Expertise:** Knowledge and experience in palaeontology or a related biological or Earth Science discipline, with awareness of current research and developments.

- **Strategic Thinking:** Ability to engage in long-term planning, develop a vision for the possible positive futures of academic publishing, contribute ideas for growth, and support editorial innovation.

- **Commitment to High Standards of Integrity:** Ability to take and hold reasoned editorial decisions based on scientific and ethical merit.
- **Interpersonal & Communication Skills:** Ability to collaborate effectively and maintain positive professional relationships; excellent written and verbal communication.
- **Commitment to Open Science:** Enthusiasm for open access publishing and promoting transparency, accessibility, and equity in scientific communication.

Desirable Criteria

- **Education:** PhD in palaeontology or a related field.
- **Leadership Experience:** Demonstrated experience in committees or leadership roles within scientific, academic, publishing, or charitable organisations.
- **Integrity & Professionalism:** Demonstrates fairness, accountability, and transparency in all editorial and professional activities.
- **Leadership & Management Skills:** Proven ability to lead teams, oversee projects, coordinate workflows, and implement strategic initiatives.
- **Work Ethic & Initiative:** Self-motivated, reliable, and proactive in contributing to the success and growth of the journal.

How to Apply

Please submit:

1. A **brief CV (max two-pages)** highlighting your relevant experience.
2. A **one-page cover letter** outlining your relevant experience and motivation for applying.
3. Contact details for two referees.

Send your application to **contact@openpalaeo.org** with the subject line *"Steering Committee Application – [Your Name]"*.