



JOB DESCRIPTION

Online Editor

Type of position:	Permanent
Responsible to:	Director of Broadcast
Responsible for:	Online Journalists
Salary Range:	£25,000 - £30,000
Based:	Winchester

Purpose of role: The Online Editor is responsible for generating and editing the 'news' content of the Fixers website, and has quality control oversight of all website content.

Key Duties and Responsibilities:

1. Lead online news coverage, and manage the online team.
2. Enact the editorial policy and agenda agreed by the Director of Broadcast with the CEO and Director of Projects, and attend regular meetings with them.
3. Take responsibility for the news areas of the website, ensuring consistent high quality, good 'inclusive' writing, plenty of visuals and timely uploads.
4. Take a quality control oversight of other website content to ensure clear and logical writing, sensible links to connected areas, and striking relevant images.
5. Hold regular meetings with Online Journalists and assign them to research and cover news stories, features, specialist interviews and other original content.
6. Personally take on a significant part of the research and writing, while taking responsibility for, and checking and subbing, the work of Online Journalists.
7. Originate new ideas, and propose ways to pull together or link stories thematically and geographically, and to add in depth coverage on issues.
8. Maintain close working relationships with staff from Projects, Creative Resources and Broadcast to keep abreast of the latest fixes and developments.
9. Ensure compliance with normal legal frameworks, including special requirements and permissions for the young, vulnerable, or those involved in court proceedings, applying the laws of copyright and defamation, and referring to Director of Broadcast if in doubt.
10. Occasionally contribute to productions including celebration events [The Big Fix Live!].

Any other duties as reasonably required.



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PERSON SPECIFICATION

Criteria or Competency	Essential or Desirable
<p>Knowledge</p> <p>The Online Editor will have in depth and extensive understanding of news, a good instinct for a story, knowledge of visual layout and photography, a sound grounding in the legal framework of journalism and an understanding of the social issues that Fixers raise. Must be able to use word processing and web publishing software.</p>	E
<p>Experience</p> <p>The position requires at least five years experience as a journalist writing for significant news operations, broadcast or print, or associated online service, possibly a local newspaper or radio/TV station, or mainstream website. Some previous supervision of fellow journalists desirable, as well as physical editing of website content. Significant exposure to the need to deliver copy quickly, accurately and with flare against the pressure of regular deadlines.</p>	E
<p>Skills</p> <p>The job requires an able writer of accessible, engaging, accurate copy ... who has vision and determination and is able to lead other journalists to produce quality content to deadline. They must be highly literate in IT and the web, and preferably interested in and skilled at visual layout, and handling photographs. They should be able to work under pressure, against deadlines.</p>	E
<p>Approach</p> <p>Relaxed but thorough and determined to get things right, and lead the online team to want the same. Able to work harmoniously with staff from all areas, as well as check and get information sensitively from young people of mixed social, cultural, racial and sexual backgrounds, and ability.</p>	E
<p>Qualifications</p> <p>Degree level education, vocational qualification, or experience amounting to equivalent.</p>	D

E = essential criteria/competency for the post

D = desirable criteria/competency for the post