

Job Title	Business Editor, Cambridge
Location	Cambridge
Name	
Reporting Relationships	Editorial director, Archant Herts and Cambs
Job Purpose	<p>To lead, manage and develop the reporting of relevant international, national, Cambridge, Cambridge sub-region, Cambridgeshire and East Anglian business issues, while making and maintaining excellent contacts in the business community.</p> <p>To contribute towards the achievement of Archant’s wider commercial goals, particularly across East Anglia.</p>
Job Dimensions	<p>The job requires day-to-day reporting and editing of business and business-related topics in accordance with Archant’s business and strategic plans.</p> <p>This will involve writing stories and analysis of interest to the business community and planning the overall character of Cambridge-centric business coverage, both in print and electronically.</p> <p>In addition, you will be expected to contribute regularly to the news and feature pages of company print products and associated electronic media, by finding exclusive content and expertly and accurately commenting on business trends and activities at local, regional and national/international level.</p> <p>The job also demands that you develop an understanding of Archant’s commercial goals and develop skills that will help achieve them – at all times balancing the need for editorial integrity with commercial imperatives.</p> <p>You will play a leading role in revenue-generating editorial ventures – working closely with Archant’s commercial teams to secure sponsorship and advertising from projects that enhance the business objectives of the company.</p> <p>The business editor will create, develop and extend the current business portfolio of electronic communication (for example business e-shots, and newsletters) and special supplements in print and online.</p>
Organisational Chart	<p>Editorial director</p> <p style="text-align: center;">↑</p> <p>Business Editor → Editors/Sub Editors</p>

<p>Main Responsibilities</p>	<ol style="list-style-type: none"> 1. To identify, write and edit news and feature content for CambridgeFirst and other associated print and web brands, with particular relevance to the business community in with a view to increasing interest in business affairs and constantly growing the business audience, both in print and online. 2. To build and maintain excellent contacts within the business/civic community, and playing an ambassadorial role by representing the company at events and functions. 3. To produce daily e-shot newsletters. 4. To liaise with editors and their teams and web desks to ensure smooth copy flow and content and design to the agreed standard. 5. To work closely with Archant's commercial teams to identify further commercial opportunities for the company and its brands. 6. To create and develop current business supplements and special projects – and produce ideas for new revenue-generating ventures that complement the current portfolio of products.
<p>Communication and Working Relationships</p>	<p>You will be a senior member of the Herts and Cambs editorial team and as such be expected to take an active part in editorial decision-making and inter-departmental liaison.</p>
<p>Most challenging part of the job</p>	<p>Working under the daily pressure of deadlines can be pressurised, as can the requirement to consistently grow the business audience across many (often new) media platforms and a diversity of channels.</p>
<p>Health and Safety</p>	<p>All employees must observe and comply with Archant's policies and procedures for health and safety.</p>
<p>Equal Opportunities Statement</p>	<p>All employees must observe and continually promote equal opportunities and customer care in compliance with Archant's aims and objectives.</p>
<p>Job Description Agreement</p>	<p>To be signed within 6 weeks of employment after discussion with the line manager.</p> <p>Manager: Date:</p> <p>Post Holder: Date:</p> <p><i>This is a description of the job as it is presently constructed. This will be reviewed periodically and updated to ensure that the job description fully reflects the responsibilities of the job.</i></p>