



## JOB DESCRIPTION CONTENT

<b>Job Title</b>	News Editor
<b>Location</b>	Ilford
<b>Reference Number</b>	
<b>Reporting Relationships</b>	The Editor
<b>Job Purpose</b>	Head of the editorial news team To lead, manage and direct the news team; to maintain a steady flow of copy and pictures to the editorial production desk; to liaise closely with the editor or deputy editor; to maintain the standards of the newspaper
<b>Job Dimensions</b>	The job requires the provision of guidance and direction to journalists and photographers on the news-gathering team; the ability to initiate off-diary stories and features; to manage the team effectively to produce enough material for the newspaper's requirements; to meet required deadlines; to check reporters' copy.
<b>Organisational Chart</b>	You will report to the editor; reporters and photographers report to you.
<b>Main Responsibilities (MR) (Usually no more than 10 MR per job)</b>	To manage the editorial team (reporters/photographers) in order to achieve the required levels and standards of news gathering required for the publication(s) To identify story/feature/picture opportunities and to direct the editorial team in their news gathering. To build and maintain a high level of outside contacts and make sure the team do so as well To have a working knowledge of the law as it affects your role and that of your team. To meet the deadlines and copy demands of the publication(s) To ensure that the company internal/external customer care and equal opportunity policies are adhered to at all times To identify issues of importance and start campaigns when necessary.
<b>Communication &amp; working relationships</b>	Communicates within the team with the reporters, photographers, sub-editors and editor; within the newspaper with other departments, particularly advertising; communicates directly with the public
<b>Most challenging part of the job</b>	Meeting copy demands and deadlines to help produce a newspaper with interesting and relevant stories which is welcomed by the readers
<b>Health &amp; Safety</b>	<i>All employees must observe and comply with Archant's policies and procedures for health and safety</i>

<b>Equal Opportunities Statement</b>	Standard statement
<b>Job description Agreement</b>	To be signed within 6 weeks of employment after discussion with line manager.
	Manager: ..... Date:.....
	Post holder:..... Date :.....
	Always to be completed