



JOB DESCRIPTION

Job title	Content Editor, The Hunts Post
Location	Based at Huntingdon. The Company reserves the right at any time to require you to work at a different location in the area, either on a temporary or permanent basis, on giving you reasonable notice of this requirement.
Reference number	
Reporting relationships / organisation chart	Reporting to the Editor who reports to Editorial Director who in turn reports to the Managing Director, Archant Herts & Cambs.
Job purpose	To manage day to day organisation of content for The Hunts Post, to run the news diary and work with a team of reporters to meet the content requirements of The Hunts Post, its websites and associated brands and products. To source information from a variety of sources and use it to provide accurate, balanced and legally-safe copy that is clean, concise and meets the required style and deadline. Provide guidance and direction to journalists and photographers.
Job dimensions	The Content Editor is expected to help manage The Hunts Post team, source and write copy, generate ideas for content and design, edit copy, substitute for the Editor in his or her absence and represent the newspaper in the community.
Main responsibilities	<ul style="list-style-type: none">• Substitute for the Editor in his/her absence• With the Editor, to be responsible for the design, production and content of The Hunts Post, associated websites and products• Decide the most effective publishing platform for stories – in print and online• To demonstrate the ability to forward plan, initiate story ideas, maintain an up-to-date contacts book and news diary and prioritise daily tasks.• To maintain standards of story-gathering and copy tasting, particularly with regard to providing stories that are clean, concise and to length• To provide feedback and guidance to reporters on issues of quality, style and accuracy• To work with photographers on assignments and suggest material to illustrate stories• To pursue follow-up ideas and other angles to stories, particularly being pro-active, creative and using initiative to come up with ideas and stories• To write clean, concise, legally sound copy for news, features and ad features, and to generate off-diary exclusives.• To represent The Hunts Post in an ambassadorial role, through building and maintaining internal and external contacts and relationships• To be organised, maintain an up-to-date diary and contacts book and keep a list of follow-up ideas• To work at own initiative, stay abreast of ongoing stories and keep up-to-date with the news locally, regionally and nationally• To be aware of all legal and reporting restrictions and undertake all training as required, particularly law refreshers• To be aware of and understand the editorial policy and house style and implement them within the guidelines of the Press Complaints Commission's Code of Conduct• To deal with legal issues and complaints in such a way that reflects Archant values and ensures that Archant is not exposed to damaging legal action or publicity• To contribute to the development of The Hunts Post and associated brands or products

- To establish and maintain good working relationships with advertising and production, in particular
- Help with training and development of editorial team members and with staff appraisals
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Working relationships

The Content Editor will have contact with various departments of the company, including advertising, production, and marketing. Key external relationships are with high profile individuals and organisations locally, and the general public.

Most challenging part of the job

The Content Editor must meet tight deadlines using the resources available and help produce a newspaper that is essential reading for the public and capable of winning industry awards.

Additional background information

The Content Editor may be required to work outside normal working hours representing the company or helping with events organised by or for The Hunts Post.

Health and safety

All employees must observe and comply with Archant's policies and procedures for health and safety.

Equal opportunities statement

All employees must observe and continually promote equal opportunities and customer care in compliance with Archant's aims and objectives.

Job description agreement

To be signed on appointment or when a job description is changed, and again six weeks later.

Manager..... Date.....

Job Holder..... Date.....

Manager..... Date.....

Job Holder..... Date.....