



## PERSON SPECIFICATION

**Job title:** Content Editor

**Location:** Huntingdon

**Job ref no:**

	<b>ESSENTIAL CRITERIA</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or education level attained</b>	<ul style="list-style-type: none"><li>• Able to demonstrate competence in verbal and written communication skills, critical thinking, and maths.</li><li>• NCTJ pre-entry and national certificates.</li><li>• A valid, full driving licence.</li></ul>	
<b>Experience</b>	<ul style="list-style-type: none"><li>• Must have at least five years experience on a weekly or daily newspaper.</li><li>• Experience of managing staff</li></ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Demonstrate strong organizational and time management ability</li><li>• Demonstrate good knowledge of media law and the PCC Code of Conduct</li><li>• Written and verbal communication skills and knowledge of copy subbing.</li><li>• Ability to establish a wide range of contacts.</li><li>• Well-established news sense.</li><li>• Experience of publishing to websites and using multi-media tools such as video, audio, polls, etc.</li><li>• Be able to motivate a team.</li><li>• Ability to work under pressure/deadlines and be able to prioritise.</li><li>• Training skills and knowledge of NCTJ and equivalent courses</li><li>• Some understanding of budgets and performance management principles.</li><li>• Knowledge and ability to comment on current affairs</li></ul>	
<b>Work related attributes and competencies</b>	<p>The main competencies required are:</p> <ul style="list-style-type: none"><li>• verbal and written communication skills</li><li>• creativity</li><li>• commercial awareness</li></ul>	

- integrity
- decisiveness and judgement
- planning and organising
- team working