

JOB DESCRIPTION

Job Title	Trainee Reporter, Saffron Walden
Location	Working on the Dunmow Broadcast and Saffron Walden Reporter, based in the Saffron Walden office. However, the company reserves the right at any time to require the reporter to work at a different location, either on a temporary or permanent basis, on reasonable notice.
Reference Number	
Reporting relationships	The trainee reporter will report to the Editor - Essex
Job Purpose	To source information from a variety of sources and use it to provide accurate, balanced and legally-safe copy for the Dunmow Broadcast, and Saffron Walden Reporter
Job Dimensions	<p>To cover the Saffron Walden, Dunmow and north Essex patch – working on and off-diary, attending a variety of news events, including court and council meetings, and keeping abreast of news sources – and be aware of the competition from rival media organisations. You will be providing copy for a range of audiences on a platform-neutral basis.</p> <p>To demonstrate strong writing skills, interview techniques – both by telephone and face-to-face – and communication skills with colleagues and contacts.</p> <p>To establish and maintain an up-to-date diary and contacts book, prioritise daily tasks and provide the Newsdesk with a good daily conference list and weekly diary.</p> <p>To maintain standards of story-gathering, quality of copy and necessary volume, particularly with regard to providing stories that are clean, concise and to length.</p> <p>To work with photographers on assignments, take images and video, and suggest graphics or material from the photographic library to illustrate stories.</p> <p>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 without relying on the Newsdesk for assignments.</p> <p>To liaise with the Newsdesk, Picture Desk and Circulation to ensure stories are developed and used to their best potential.</p> <p>To represent our titles in an ambassadorial role, through building and maintaining internal and external professional contacts.</p> <p>The trainee reporter will be required to work some evenings and weekends on a rota basis, as determined by the Newsdesk.</p> <p>The trainee reporter may also be required to travel away from the Saffron Walden office to other areas of the county or region of the country, as determined by the Newsdesk.</p>
Organisational Chart	The Trainee Reporter will report to the Editor - Essex
Main Responsibilities	<p>To generate story ideas, approach those connected with both sides of any story, including court cases, and write accurate, balanced, clean, concise and safe copy for a range of subjects and styles.</p> <p>To produce these stories across a variety of platforms.</p> <p>To deliver an agreed minimum story count for the newspaper, including page leads, monitor performance and ensure Newsdesk copy deadlines are met.</p> <p>To develop contacts within the community to ensure effective local news, photographic and feature coverage, spending as much time as possible out of the office looking for</p>

	<p>stories – part of this responsibility will be to attend serious road accidents, crime scenes and fires.</p> <p>To be organised, maintain an up-to-date diary and contacts book and keep a list of follow-up ideas.</p> <p>To work at own initiative, stay abreast of ongoing stories and keep up-to-date with the news locally, regionally and nationally.</p> <p>To work within a team framework, sharing contacts and knowledge on stories, and liaise with the Newsdesk, photographers, newspaper sales team and sub-editors over the use and presentation of stories.</p> <p>To be aware of all legal and reporting restrictions, alerting the Newsdesk as soon as possible to them, and undertake all training as required, particularly law refreshers.</p> <p>To act as an ambassador for the titles be aware of and understand the editorial policy and house style and implement them as appropriate within the guidelines of IPSO’s Code of Conduct.</p>
Communication & working relationships	The trainee reporter will liaise with all departments when necessary and be aware they have an equal part to play in the production of the titles
Most challenging part of the job	To work within the existing deadlines of the relevant titles to provide creative and vibrant copy, at times working unsocial hours or beyond the end of a normal reporting shift.
Health & Safety Equal Opportunities	All employee 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	<p>To be signed within six weeks of employment after discussion with line manager.</p> <p>Manager: Date:</p> <p>Postholder: Date :</p> <p>This is a description of the job as it is presently constructed. It will be reviewed periodically and updated to ensure the description fully reflects the duties of the job</p>