

## PERSON SPECIFICATION

**Job Title:** Trainee Reporter, Saffron Walden

**Location:** Saffron Walden

**Job Ref. Number:** TR06/17

SECTION	ESSENTIAL CRITERIA	METHOD OF ASSESSMENT
<b>Education/Qualifications</b>	Must have completed general education to A-level standard	Application form or CV (3)
<b>Training</b>	Must have attended a NCTJ-accredited course or equivalent, attaining 100wpm shorthand, newspaper journalism, law and government qualifications or be close to attaining these	Application form or CV (3)
<b>Experience</b>	<p>Must be able to demonstrate good listening and communication skills, able to communicate effectively by phone or face-to-face</p> <p>Must be able to provide evidence of work involving the written word</p>	<p>Interview</p> <p>Application form (3)</p>
<b>Knowledge/Skills</b>	<p>Must be able to use a keyboard and basic computer word and e-mail programs</p> <p>Must have a valid full driving licence</p> <p>Must understand what the role of a news reporter requires and how to perform that role in the correct manner</p> <p>Must be able to demonstrate news awareness and understand the purpose of a community-based newspaper</p>	<p>Application form or CV (3)</p> <p>Application form or CV (3)</p> <p>Application form (3)</p> <p>Application form (3)</p>

<b>Work-related attributes, qualities and competencies</b>	Must be able to spell competently	Application form (3)
	Must be able to write lively, intelligent, balanced and clear copy on a broad range of subjects	Interview
	Must demonstrate an understanding of newspaper websites and their importance	Interview
	Must be able to demonstrate good time management, making appropriate decisions and prioritising tasks under pressure	Interview
	Must be able to demonstrate confidence in dealing with members of the public and self-motivation to be first with stories while understanding the relevance and importance of team working with both colleagues and contacts	Interview
	Must be able to work under pressure to meet deadlines and be prepared to work a minimum of 37.5 hours a week, with some evening work and weekend working on a rota basis	Interview

Reviewed WL/JB Jan 17

### Minimum Shortlist Score required 18

If more than six applicants meet the minimum shortlist score of 18, only the top six scorers will be interviewed.

Date score entered      23 June 2017

Prepared by                Will Lodge / Jane Berry

Date prepared             23 June 2017

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