



## EDITORIAL JOB DESCRIPTION

<b>Job title</b>	Trainee Reporter
<b>Location</b>	Based in Weston-super-Mare, working for Archant South West's titles the North Somerset Times and Weston Mercury. The Company reserves the right at any time to require you to work for other title's in the portfolio, either on a temporary or permanent basis, on giving you reasonable notice.
<b>Reference number</b>	
<b>Reporting relationships / organisation chart</b>	Reporting to the Editor.
<b>Job purpose</b>	<p>To produce accurate, balanced and clear copy for stories for the papers and websites, and photos and video.</p> <p>On the job training will be provided, in addition to enrolling suitable candidates to sit their NQJ exams and progress to senior status.</p>
<b>Job dimensions</b>	<p>A trainee reporter is expected to work independently, sometimes away from the office. He/she may specialise in some areas but is also expected to cover general news for the papers and associated websites which may be self generated or directed by the newsdesk. He/she must take responsibility for self-organisation and follow up stories.</p> <p>Support and advice will always be made available from senior staff members.</p> <p>A trainee reporter is expected to plan and utilise the necessary resources and time management skills to provide suitable material and achieve agreed minimum volumes</p> <p>Control over assets – responsibility only for taking care of equipment provided for personal use.</p> <p>A trainee reporter is encouraged to be creative and to innovate in order to sustain reader interest, and to contribute to growth for the titles and websites with which he/she is associated.</p> <p>A trainee reporter represents the papers and websites to the general public and is expected to conduct him/herself in a way that reflects Archant values and does not bring the paper or Company into disrepute.</p>
<b>Main responsibilities</b>	<ul style="list-style-type: none"><li>• To develop their skill sets in order to become a key part of the news team. To learn the skills required for a busy newsroom and look to act upon the advice and guidance given.</li><li>• To seek out news and information and deliver accurate, balanced and clear stories of the required length, to an agreed minimum story count, within fixed, strict deadlines that will appeal to readers and maintain interest in the paper.</li><li>• To be aware of and understand the editorial policy and house style of the paper, so that his/her work complies. Also to comply with the IPSO Code of Practice, making sure stories are accurate and legally safe, and that Archant is not exposed to damaging legal action or publicity.</li><li>• To develop relationships within the community and maintain an up-to-date contacts book in order to ensure effective local news, photographic and feature coverage.</li><li>• To understand and work to deadlines for papers, and ensure websites are updated regularly throughout the day.</li></ul>

- To contribute to the overall success of the editorial team by sharing contacts and knowledge of stories with colleagues.
- To contribute to the development of the papers and websites in order to maintain and expand readership by:
  - showing awareness of readership requirements and reflecting this in his/her own work;
  - developing creative ideas to interest and increase readership;
  - promoting the papers and websites through involvement in appropriate external activities locally.
- To keep own skills and knowledge up to date, especially in respect of subjects that are directly relevant to the job, eg writing skills, competitive titles, local affairs, legislative requirements.

To work in accordance with Archant's policies and procedures and in a way that reflects Archant's core values of Innovation, Openness, Quality and Commitment.

**Working relationships**

A trainee reporter has contact externally within the community and must be able to build trust and establish good contacts. Within Archant the key relationships are mainly inside his/her own department with a variety of editorial staff.

**Most challenging part of the job**

The ability to write on a wide variety of topics, often at short notice, to a tight deadline, under pressure.

**Additional background information**

The role requires a writer capable of tackling a wide range of sport and news subjects efficiently, quickly and with confidence. A trainee is expected to show a desire to learn quickly and demonstrate a real appetite for improving themselves. Versatility and organisational ability are therefore key requirements, as is the ability to know how to use contacts to the best advantage to achieve the best possible results.

**Health and safety**

All employees must observe and comply with Archant's policies and procedures for health and safety. Line managers have specific responsibility for ensuring a safe working environment and that staff are trained in safe working practices.

**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.....



## PERSON SPECIFICATION

**Job title:** Trainee Reporter  
**Location:** Weston-super-Mare  
**Job ref no:**

### CRITERIA

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|---|---|
| <b>Qualifications and/or education level attained</b> | <ul style="list-style-type: none"><li>• Able to demonstrate competence in written and verbal communication skills.</li><li>• To have taken and passed:<ul style="list-style-type: none"><li>- NCTJ preliminaries</li><li>- University or A-Level standard</li></ul></li><li>• Must have full UK driving licence and own car</li></ul> |
| <b>Experience</b>                                     | <ul style="list-style-type: none"><li>• Work experience placements within local or national media organisations</li></ul>   |
| <b>Knowledge</b>                                      | <ul style="list-style-type: none"><li>• Knowledge of legislative requirements of journalists.</li><li>• Knowledge and understanding of the IPSO Code of Practice.</li><li>• Knowledge and ability to comment on sport and 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>• writing skills</li><li>• creativity</li><li>• work organisation</li><li>• energy and resilience</li><li>• initiative</li><li>• team working</li></ul>  |