## Y:\HR Documentation\Logo\Premier_strapline_RGB.pngPREMIER

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**News Editor (maternity cover)**

SALARY: TBC (depending on experience)

LOCATION: London

HOURS OF WORK: 35 hours pw

REPORTING TO: Chief digital officer

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| OVERALL MISSION OF PREMIER MEDIA GROUP |
| *“To enable people to put their faith at the heart of daily life and to bring Christ to their communities.”* |
| PURPOSE OF ROLE |
| To help Premier, the UK’s leading Christian media organisation, to continue to provide its unique brand of news through radio, magazines and online.  We cover around 3,000 stories a year so need a team who are willing to graft to find the issues which matter to our audience and then work creatively to tell them through our various platforms.  The news editor will ensure quality and increased output in order to drive audience growth across different platforms. |
| KEY TASKS |
| * To set Premier’s daily news agenda and communicate with news team and content team * Represent news team in wider content meetings * Hit key performance indicators and ensure quality and quantity of news output across Premier’s 3 radio stations, 3 magazines, news website and other digital platforms * Assign stories and tasks to the news team * Conduct interviews and reporting duties * Compile and voice on-air bulletins where needed. * Write and edit long form copy for online and/or magazine publications * Manage a forward planning diary to ensure team working ahead * Work alongside magazine and radio teams to ensure news covered well across different platforms. * Assist in the planning and production or all news/current affairs strands including podcasts, documentaries and special reports * Adhere to all media law and Ofcom guidelines and ensure team is following too. * Use analytics to monitor audience engagement online and continue driving increased traffic * Line management of deputy news editor and multimedia journalists. |
| QUALIFICATIONS AND EXPERIENCE |
| * At least 3 years’ newsroom experience in a senior role across radio and/or web or print * Journalism qualification * Proven strong news judgement * A good broadcast voice * Experience of delivering stories for multiple platforms * Strong editorial skills in copy, headline writing and delivery * Demonstrate determination, diplomacy and excellent interpersonal skills |
| ABILITIES & SKILLS |
| * Ability to work independently but also as part of a team * Be self-motivated and flexible * Able to work effectively under pressure, react quickly, and meet tight deadlines * A good level of IT skills including audio, video or copy editing. * Meet the established production standards and contribute to the establishment of future internal guidelines * A proven interest and understanding of matters of the Christian church and faith * Knowledge and understanding of web analytics. |