

Community Journalist
The Parish of St Margaret's Church Rainham

Job Description

The primary role of the post is to originate and produce a wide variety of news and current affairs content for relevant output across the Church's digital platforms and to oversee St Margaret's digital presence/profile.

Employed by:

The Parochial Church Council

Reports to:

Vicar and Church Wardens

Direct Reports:

None

Key Responsibilities and Accountabilities

1. Use a range of video, audio and digital equipment and information technology to research, write, assemble, edit and deliver engaging outputs, in the appropriate medium to the highest professional standards
2. Present both live and recorded content
3. Within the guidelines set by the Vicar and Churchwardens, to exercise due editorial judgment in developing story ideas and producing accurate and impartial journalism which are focused within the geographical boundary of St Margaret's Church, Rainham (Kent)
4. To ensure that content collected, acquired and used meets legal, GDPR, copyright and safeguarding obligations and is in accordance with best practice, consulting with others where appropriate
5. To undertake pre and postproduction and studio work, live and pre-recorded.
6. Take a lead within the team for delivering all digital content for the church
7. Oversee the livestreaming of all Sunday services within St Margaret's Church
8. Deliver content to tight deadlines while maintaining the highest editorial standards and at all times working within the law and all policies of the church including safeguarding and health and safety.
9. Chair the Churches Communications Committee
10. Edit and produce the Church Magazine and other occasional publications

Person Specification

Quality	How assessed
Essential	
A sympathy with and understanding of the role and purpose of the Church of England	A,I
Excellent Interpersonal skills	A, I, T, R
Experience in journalism with a good knowledge of production techniques	AIR
A passion for local journalism and the role of church in the local community both physically and digitally	AI
A current knowledge and understanding of local news and current affairs as well as history, social issues, business, art/culture and sports	IR
An interest in new media and how to develop and make best use of it for the church's purposes	AI
Ability to use technology as required, in order to gather material for broadcast	AITR
Able to build and maintain effective working relationships with a range of people	AR
Effective planning and organising skills, ability to concentrate on several areas of work at one time, prioritising, delivering consistently to deadlines and reacting positively to changes and conflicting priorities	AIT
Ability to work on own initiative as well as in collaboration with the wider team	AR
A working knowledge of the law on libel, slander and defamation as they apply to journalism; knowledge of GDPR and Safeguarding principles and their effect on and implication for the communications work of the church	AI
Desirable	
Degree in Journalism or associated field which is NCTJ accredited	A
Working knowledge of Final Cut Pro, Livestream Studio, Adobe Creative Suite, Microsoft Office	A
Short Hand	A

A= application form, I = Interview, T=Test, R=References