



EACHOTHER - EDITOR - JOB DESCRIPTION & PERSON SPECIFICATION

Job description

Role and responsibilities:

- Managing all editorial content published onto EachOther's website, with a view to publishing an average of one piece a day, through both your own writing and commissioned work;
- Leading our broader editorial strategy across news, features and social, including both long-term planning and specific campaigns;
- Directly managing our Journalist / Journalism Intern as well as freelancers covering shifts and part-time sub-editors, plus collaborating with the wider creative team and our volunteers;
- Leading on our social media output alongside our Creative Director, to ensure our content is shared in the most engaging and innovative ways and reaches new audiences;
- Curating and tending to the growth and development of our website including sourcing and editing images and design
- Leading on the curation and growth of our daily and weekly newsletters;
- Sourcing and producing original stories: reacting to relevant breaking news, moving on stories already in the news, and coming up with your own stories and campaigns to help us set the human rights agenda;
- Plan and perform investigations in priority areas, using a range of investigative journalism techniques, including data journalism;
- Maintain an awareness and knowledge of developments in human rights law and policy in the UK;
- Commission and edit insightful and engaging pieces from our contributors and staff team, helping them to develop their storytelling skills with supportive feedback;
- Use data from Google Analytics and our various social media channels to assess and understand our audiences and reach;
- Help to develop our tone and voice as a brand, as well as developing EachOther's community.



Person specification

Specifications and criteria		Essential	Desirable
Experience and knowledge	Experience as a journalist	X	
	Experience as an editor		X
	Experience of commissioning stories		X
	Experience of curating a website	X	
	Experience of using Wordpress		X
	Experience of Adobe CC (particularly Photoshop)		X
	Experience of running social media accounts	X	
	Understanding of and experience using the methods and techniques of investigative journalism		X
	Experience of line management		X
Competencies and skills	Ability to develop and maintain internal and external working relationships and to be a positive member of the team.	X	
	Ability to write clearly, concisely and compellingly for a variety of audiences on a wide range of issues, and to understand what makes a good story	X	
	Ability to think and work creatively	X	
	Ability to manage competing priorities and work independently to meet deadlines and solve problems	X	
	Ability to take a reflective and evaluative approach to work	X	
	Ability for empathy and care when dealing with vulnerable people and stories	X	
Personal	Commitment to and understanding of EachOther's strategy and values	X	
	Commitment to building a fair, compassionate and diverse working environment	X	