



## EACHOTHER - EDITOR - JOB DESCRIPTION & PERSON SPECIFICATION

### Job description

#### Role and responsibilities:

- Managing all editorial content published onto EachOther's website, with a view to building and publishing an average of one piece a day, through both your own writing and commissioned work, including sourcing and editing images and design.
- 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.
- Leading our broader editorial strategy across news, features and social, including both long term planning and specific campaigns.
- 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.
- Directly managing a journalist, resources permitting, as well as freelancers covering shifts and part-time sub-editors, plus collaborating with the wider creative team and our volunteers.
- Supporting and training any journalism interns - often placed with us from partner charities
- Recruit and support a team of volunteer writers.
- Commission and edit insightful and engaging pieces from our contributors and staff team, helping them to develop their storytelling skills with supportive feedback.
- Collaborating on our social media output with our Creative Director and Social Media Coordinator to ensure our content is shared in the most engaging and innovative ways and reaches new audiences.
- Curating and tending to the wider growth and development of our website.
- Leading on the curation and growth of our daily and weekly e-newsletters.
- Regularly seek feedback from those with whom we collaborate to produce our content.
- Maintain the organisation's editorial policy, guidelines, and standards, plus respond with colleagues to any complaints received about the charity's editorial output.
- 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.



Specifications and criteria		Essential	Desirable
<b>Experience and Knowledge</b>	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 Creative Cloud (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	
	<b>Competencies and skills</b>	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 to demonstrate empathy and care when dealing with vulnerable people and stories	X	



<b>Personal</b>	Commitment to and understanding of EachOther's strategy and values	X	
	Commitment to building a fair, compassionate and diverse working environment	X	