

JOB DESCRIPTION – EDITOR WEST WORD

(to be read in conjunction with the Job Advert)

JOB PURPOSE

Produce and publish West Word to a professional standard maintaining the ethos of a community paper which speaks with the community's own voice. Create content and edit contributors' input. Send West Word to printer and distribute or arrange distribution to the outlets on receipt.

HOURS OF EMPLOYMENT

1,020 annualised hours, plus 124 annualised holiday hours. Hours worked and holiday hours to be taken flexibly to meet publication and distribution deadlines. Annualised hours approximate to 85 working hours and 10.25 holiday hours per month. You will be expected to keep a record of hours worked and holiday hours taken.

SALARY

Starting Salary IRO £25,000 pro rata. (£15,659.10 per annum including annualised holiday hours)

You will also have access to a pension.

RESPONSIBLE AND ACCOUNTABLE TO

Chair and Board of directors of West Word.

MAIN TASKS AND RESPONSIBILITIES

Production of West Word:

- Produce relevant content.
- Maintain and build a relationship with contributors to ensure deadlines are met.
- Take opportunities, within the local and wider community, to encourage and support new contributors.
- Ensure advertisers input is accurate.
- Produce final copy of West Word for proofreading.
- Send West Word to outsourced printer
- Organise delivery of copies of printed West Word to retailers as soon as possible.
- Send out subscriptions, either physically or digitally, depending on subscriber preference.

Monitor emails/ other correspondence to the editor: Process and respond in a timely manner.

Office building and equipment:

- General care of West Word office building, its environment and equipment.
- Arrange equipment repairs as required.
- Make recommendations for purchase of additional / new equipment and building improvements for approval by the board.
- Maintain an adequate stock of supplies, ordering stationary supplies, mail bags, etc, as required.

Advertisers:

- Actively seek additional sources of advertising.

- Keep up-to-date price list for advertisers.
- Make recommendations for price changes for approval by the Board.

Invoices and Banking: Creation and sending of invoice list to Treasurer in a timely manner every month. Passing on any cheques etc. received for banking.

Sales:

- Delivery of West Word to retailers to reach them as soon after printing as possible.
- Explore opportunities for sales at additional retail outlets.
- Encourage expansion of the number of copies sold by existing outlets, and through subscriptions, both physical and digital.

Social Media:

- Maintain Facebook page with at a minimum a Monthly change of front page and key articles.
- Regularly update with reminders of 'What's on' and anything relevant.
- Explore opportunities for other social media presence to reach new audiences.

Online edition: Send edited copy of West Word to webmaster monthly.

Subscribers:

- Update subscriptions regularly.
- Prepare UK and overseas subscription copies for postage, including up-to-date address and postage labels.
- Prepare online subscriptions and forward digitally.
- Send out subscription renewal reminders as required.
- Forward subscription payments received to the Treasurer.

Meetings: Editor to liaise with the Chair regularly to discuss any aspects of West Word. Directors' meetings will be held every three months, editor's attendance as required.

Additional Duties: While we have endeavoured to include the main duties within this job specification, there may be times when you are asked to perform duties additional to those listed.

Person Specification

We are looking for someone with the following qualities;

- Able to demonstrate a strong interest in the communities along the Road to the Isles, the Small Isles and Knoydart, and local issues relevant to the area.
- Knows how to develop good contacts within the local community.
- This role requires who is comfortable working independently and autonomously, and is prepared to be "hands on", within a small organisation.
- Comfortable in being the public face of West Word, supported by the Board, and maintaining and increasing the profile of West Word throughout the area.
- Confident in dealing with contributors, advertisers and stockists

Skills and Experience

- Excellent writing skills. Experience in journalism or social media creation desirable but not essential.

- Strong organisational skills.
- Excellent IT skills with proficiency in standard business software, including email and Microsoft Office suite (Word / Excel / PowerPoint).
- Good interpersonal and networking skills.
- Confident working independently.
- Experience of using social media, and producing content.
- Interest in local media.
- Knowledge of the local area covered by West Word
- Knowledge of design software.