

Job Description

Burngreave Messenger Project Co-ordinator

18.5 hours per week (0.5 FTE)

£24,892 per year pro rata (equivalent to NJC Scale SO1, SCP 29)

Temporary for 6 months, January – June 2015

Purpose

The purpose of the role is to lead and co-ordinate the production of the Burngreave Messenger. Reporting to the Management Committee, the role holder will work with volunteers, external partners and advertisers to develop quality content for the newspaper and liaise with volunteers, external agencies and distributors to ensure the Messenger is printed and distributed.

Responsibilities

The role holder will carry out some or all of the following, within the constraints of the hours available:

- Identify possible stories/activities/events to be covered in the Messenger proactively by liaising with partner organisations, participating in relevant networks and responding to enquiries/information.
- Allocate volunteers to write articles and take photographs for inclusion in the newspaper, taking into account the complexity of the story and the experience of the volunteer.
- Support/coach volunteers as appropriate.
- Review and restructure the project plan as required; ensure contributors to the project are aware of relevant deadlines and key information.
- Co-ordinate and lead editorial committee meetings throughout the production process, to decide on the priority of articles, ensure accuracy, agree approaches to complex stories, allocate responsibilities and make other decisions in relation to the content of the newspaper.
- Co-ordinate the web editorial committee to ensure the Messenger website is kept up to date.
- Liaise with local businesses and service providers about the inclusion of their advertisements in the Messenger, utilising the services of an external designer where required; provide information to external book-keeper for invoicing advertisers.
- Liaise with volunteer proof-readers/editors and external designer to develop and approve final copy for the edition.
- Ensure final copy is delivered to printers on time.
- Ensure delivery of newspapers to distribution service.
- Adhere to the Messenger policies, particularly editorial, working with young people and health and safety policies.
- Keep the Management Committee informed of relevant information in relation to the project, particularly regarding work progress or any significant difficulties, making recommendations as appropriate.
- Put forward ideas and information for the future development of the project to the Management Committee, for example contributing to funding bids.
- Maintain the office, ensuring records are kept, office supplies and equipment in place.

Additional project tasks

We envisage that the role holder will work alongside volunteers and/or external professionals who will ensure the following tasks are carried out.

- Design and layout of the Messenger print edition
- Printing and distribution of the Messenger
- Website maintenance, upkeep and development
- Book-keeping/accounting
- Fund-raising
- Legal duties