

JOB DESCRIPTION – Web Editor

Post	Web Editor – Broadcast and Entertainment
Line Manager	Digital Editor
Direct Reports	None
Summary of Duties	<ul style="list-style-type: none">• Digital storytelling by creating online media-rich packages including words, pictures, video, audio, live blogs and other interactive online tools• Deputise for the Digital Editor and take a lead role in digital content planning, primarily for radio/audio-based online content• Take a proactive lead role in presenting digital ideas and packages to enhance the digital presence of Forces Radio BFBS across broadcasting and entertainment• Be the digital point of contact for radio managers and teams• Provide digital support to Forces Broadcasting and Entertainment Teams, including advice on CMS and training where needed• Sub edit online content while maintaining the tone of voice appropriate to the Broadcast and Entertainment output• Attend briefings and planning meetings with radio managers and teams• Have an on-air presence when joining radio presenters in the studio during broadcasts• Work on Live Simulcasts between TV and Radio including promotion of upcoming broadcasts• Telling stories through pictures, video, audio, live blogs and other interactive digital storytelling tools, using innovative techniques that grow audiences and engagement• Researching, reporting and writing content, responsive to data analytics and audience trends• Sourcing and generating stories and video content that will help drive audience growth and reach key target audience communities• Enhance our online visibility using a range of digital formats, techniques and tools

	<ul style="list-style-type: none"> • Working with broadcast entertainment teams to identify digital opportunities from our daily radio and entertainment output • Shaping, curating and subbing content created by SSVC teams or developing UGC • Sharing digital ideas and collaborating with our teams across the corporation
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PERSON SPECIFICATION – Web Editor

	Essential	Desirable
Experience	Experience in a web editor role and demonstrates the ability to carry out all the essential duties of the role	<ul style="list-style-type: none"> • Experience in a digital journalism / radio broadcast environment • Experience of desktop editing software such as Adobe Premiere Pro, Final Cut Pro • Audio editing skills in creation of podcasts • Experience of live blogging / live streaming / social media publishing
Qualifications		NCTJ-accredited journalism qualification or equivalent professional training
Skills & Aptitudes/ Personal Qualities	A good understanding of best practice online content production, digital publishing including SEO and savvy social media practices	

Knowledge	Up-to-date legal knowledge including IPSO / OFCOM regulations	
Circumstances		