



Community Media Co-ordinator
Person Specification

Experience

Essential:

- Experience in a media or journalism environment including editing and production
- Experience in supporting volunteers from a wide range of backgrounds

Desirable:

- Experience with multimedia and digital platforms
- Prior involvement in a start-up or Small to Medium Enterprise or co-ops

You will be supported on the job with:

- Budgeting
- Organising training and/or community events

Skills and abilities

Essential:

- Editorial skills: Understanding of story angles and the ability to identify steps needed to publish or contribute to journalistic work.
- Ability to breakdown projects and ideas into manageable blocks of work.
- Welcoming, inclusive, encouraging and supportive manner when working with contributors and volunteers.
- An understanding of potential barriers to volunteering and contributing, and how to overcome them.

Desirable:

- Multimedia and digital media production skills
- An interest in developments, issues and opportunities within the media and journalism sector

You will be supported on the job with:

- Delivering presentations (e.g. PowerPoint) and training sessions.
- Editing journalistic copy in a manner that conforms to the Bristol Cable's editorial standards.