



Community Media Co-ordinator Job description

Job purpose :

Support and train members of the Cable and the wider community to contribute to high quality journalism in a collaborative and accessible manner.

Basic information

Title: Media training co-ordinator

Salary: £8.75 per hour (Please note: all Cable coordinators are paid on the same rate)

Contract Type: Freelance project based funding for 12 months with the possibility for extension

Hours: 16 hrs per week (flexible and including one evening session a fortnight)

Location: The Bristol Cable, 14 Hillgrove Street, Bristol, BS2 8JT

Background to the role

We are committed to opening up opportunities for a wide range of people to contribute to the Cable's journalism, including complete beginners.

By working with both the media and membership teams, you will help the Cable build community journalism skills in Bristol, generate more diverse content for the Cable, and foster a greater sense of community and collaboration among our co-op members.

Job Description

Specific:

Community contributors

- Be the initial point of contact for journalistic contributions from the public.
- Offer editorial support to voluntary contributors; agreeing the right steps, timeframes and tools to help individuals reach their goals and those of the Cable.
- Actively source, invite and include people and communities from backgrounds which are underrepresented in the media.

Training

- Identify contributors' training needs.
- Organise or deliver training within an allocated budget.
- Assist the delivery and evaluation of the Bristol Cable Media Lab training programme, with support from the editorial team.

Member and public engagement

- Create welcoming spaces where volunteer contributors can connect, work together, receive advice and support.
- Write blogs and newsletters to update members and the wider community on your activities and invite them to be involved.
- Expand the Cable's networks and capacity to proactively seek contributions from a wide range of backgrounds.

General

- Contribute to the coordination of the Bristol Cable organisation by participating in co-operative and coordinator meetings and processes
- Engage in the co-operative's peer-to-peer work review scheme
- Be familiar with and work in support of the vision, mission, goals, values and policies of the Bristol Cable
- Work with other co-ordinators and members of the Bristol Cable to develop activities where relevant
- Encourage individuals to join the Bristol Cable co-operative