

WATERSHED

Job Description

January 2018

Job title: Rife Editor (written content)

Dear Applicant

Thank you for your interest in the above position. Please find enclosed a job description including person specification and terms and conditions of employment. Please consider these carefully and decide whether you wish to apply.

Watershed is working towards good practice in equal opportunities and asks all applicants to complete the application form and inclusion survey. Please **DO NOT** include your CV as it will not be considered. Please put all relevant information on your application form.

Watershed encourages applications from people of all backgrounds but particularly encourages applications from candidates from BAME backgrounds as they are currently under-represented within our staff team.

The closing date for all applicants is: **Thu 1 Feb 17:00**

Interviews will take place on: **Wed 14 Feb**

We will contact short-listed candidates before: **Tue 6 Feb**

Please note that if you have not heard from us by the agreed date, you have been unsuccessful and we are unable to offer you an interview.

Thank you for your interest in Watershed.

Yours faithfully

Nikesh Shukla
Rife Editor

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"Watershed is a place like no other - I feel free to be my whole self at work. Every day I feel professionally supported, challenged and free to contribute to the culture of the organisation"

Zahra Ash-Harper, Pervasive Media Studio Producer.

Position: Rife editor (written content)

Post-holder:

Salary: £25,000 - £28,000 (pro rata, depending on experience)

Responsible to: Engagement Producer

Responsible for: Online content creators

Contract: One year / 3 days a week

Purpose of Job

Rife is an online platform co-created with young people - giving them a voice and covering the stories that matter to them. We develop young people's digital skills, confidence, experience and networks so they can thrive. We believe young people's voices should be part of the media landscape, so it is relevant and representative.

The Rife Editor (written content) will work alongside the Rife Editor (video content) to co-create content with young people in order to build our online audience. The role will be responsible for managing all written output by our in-house team of content creators, in partnership projects and for commissions. The editor will also be responsible for reviewing, managing and implementing our social media strategy, to ensure we are getting traffic through to the website, as well as participating in online conversations around relevant issues. The editor will be responsible for using Google Analytics to measure the success of our content, providing written reports to the editorial team, steering group and Engagement Producer.

The Rife editor will join the team during an exciting moment of change – in April 2018, we will shift our focus being a from a council funded platform delivered through youth services to re-imagining our model with young people, embedded across the creative sector and building new relationships with funders.

Principal Responsibilities

- Working with young people to facilitate idea generation, full drafts, full edit and promotion of all Rife written content, including articles, lists, social media posts and essays
- Identify influencers and talent who could produce written content or be interview subjects
- Co-manage with Rife Editor (video) in-house team of young content creators and their professional development
- Co-facilitate weekly editorial meetings
- Review, develop and implement Rife social media strategy to ensure increased reach
- Establish and implement house-style and editorial guidelines for Rife written content
- Meet with video editor regularly to discuss workflow, editorial schedule and social media schedules
- Deliver Rife partnership projects and commissions
- Ensure consistency of quality across all written content
- Build relationships with 'mainstream' media outlets to place content and network young people

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- Collate information for funders
- Produce monthly analytics reports
- Contribute to the monitoring and evaluation of this programme
- Attend/fulfil training requirements and personal development targets to further your own personal development.
- Adopt safe working practices at all times, conforming to all relevant Health and Safety legislation and attend relevant training.
- Other duties as required

Key Performance Indicators

- Well-produced and timely online content published
- Young content creators team well-managed and demonstrating professional development
- Rife online audience are engaged and continue to grow
- Digital content standards are consistently met

Person Specification

Skills & Experience

- Experience of working with young people and mentoring talent
- Proven ability to work independently under direction and manage a team
- Experience of editorial roles within the media with a particular focus on online schedules
- Experience of writing for online platforms
- Confident user of online platforms and social media
- Excellent interpersonal skills
- Excellent level of I.T. literacy, preferably on the Mac platform
- Shows initiative and positive approach to problem solving

Watershed Values

The Watershed brand is unique, trusted and respected and is driven by the following shared values which are clearly articulated. Ability to master and represent Watershed's Vision and Values is therefore important.

Watershed is:

Inclusive	We are people led. We listen to and engage with the broadest range of people.
Open and Honest	We provide a culture and environment that is trusting, trusted and trustworthy.
Make Things Happen	We approach opportunity and challenge creatively, collaboratively and with a can do attitude.
Entrepreneurial	We are inventive, try new ideas, experiment, learn and share.
Celebratory	We celebrate culture, creativity and wonder.

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Additional information:

- The successful applicant will be required to undertake an enhanced Disclosure and Barring Service (DBS) check, previously known as a CRB check.
- The post-holder is expected to wear clothing appropriate to their post.
- The post-holder will be required to undertake such other comparable duties as may be required by the Head of Department.
- Watershed is open seven days a week, including Bank Holidays (Christmas Day and Boxing Day are the only exceptions). Watershed is a public building, which operates a diverse range of cultural and commercial activities. The post holder will need to be comfortable working in this environment.



Watershed is a Social Enterprise Mark holder. Social Enterprises are businesses whose products and services create both social and environmental benefits.