

Job title	Journalism Coordinator		
Job family	Journalism	Proposed band	B

Job purpose

Assist programme teams with the production of news articles and content.

Key responsibilities and accountabilities

- Provide production assistance on location for live and recorded events; TV gallery support e.g. auto script, timings, where required; undertake straightforward recorded interviews; co-ordinate studio guests
- Contribute programme ideas and carry out research, under supervision, in support of broadcast journalists
- Responsible for the simple operation of a variety of analogue and digital radio and TV equipment, tape editing, taking circuits, use of continuity cameras, etc.
- To work closely with the production team before, during and after the output production.
- Build and maintain contact lists and databases; research and compile source data into briefs for journalists or presenters
- Undertake a range of programme or newsroom administration, including booking and coordinating production facilities; logging music output and trails; preparing programme scripts and running orders; dealing with correspondence
- Find contributors for items on programmes; persuade contributors to go on air;
- Delivering to tight deadlines while maintaining the highest editorial standards.
- At all times to carry out duties in accordance with the BBC Health and Safety policy

Knowledge, skills, training and experience

Essential

- Understands the basic language of the broadcast media and the differing needs of each programme; A developed interest in broadcast media and, for those appearing on air, a good microphone voice
- Ability to originate and assist with the development of programme ideas and shows an ability to assess relative merits of stories.
- Demonstrates an ability and aptitude in the use of operational, broadcast and computer-based technology
- Ability to work well within a team as well as independently and pro-actively
- Demonstrates a commitment to improving diversity in the BBC and understands how individual differences can benefit the BBC
- Thinks ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines and resource requirements

- Has the ability to establish rapport quickly with a wide range of people within and outside the BBC either face to face, over the telephone or in writing.
- The flexibility and adaptability to sustain performance, particularly under pressure to meet deadlines and changing priorities and circumstances
- An understanding of Health & Safety procedures and how it applies to broadcasting

Job impact

Decision making
Operates within known routines and procedures. Supervised by colleague. No managerial responsibility

Scope
A role with some Journalism experience or knowledge, which supports other members of programme teams with the production of news articles and content.

Other information

For Reward team use only	
Job Code	
Definition:	Content

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.

Appendix

There may be sub-sets of the generic job described above which require additional technical skills. This appendix to the generic job description can be developed to cover such situations.

Division	Nations and Regions
Reports to (title)	Editor and Assistant Editor, Gaelic News
Location base	Inverness

Organisation structure	Gaelic News is part of News and Current Affairs (NCA), BBC Scotland
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Additional job specific responsibilities and accountabilities	
<ul style="list-style-type: none"> • Strong skills in written and spoken Gaelic • This role will require you to provide help on a day to day basis to programme editors by coordinating production plans for TV, Radio and Online. • You'll be comfortable with different requests in fast changing situations. You will have a strong ability of prioritising work requests • You will have an interest in news and current affairs, particularly with the Gaelic news audience in mind. • You will have a good awareness of the Gaelic news output and target audience • Successful candidate would need to be happy to work flexibly doing day-shift early shift or backshift as required and weekend work as needed. 	

Approval	
Manager	Angela MacKinnon – Talent Manager
HR Business Partner	Michelle McInnes
Date	11/09/2017

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