

JOB DESCRIPTION



Job title	Journalism Coordinator		
Job family	Journalism	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; coordinate studio guests.
- Contribute programme ideas and carry out research, under supervision, in support of 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; has 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 on own initiative.
- 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 and safety procedures and how they apply to broadcasting.

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Job impact

Decision making

Operates within known routines and procedures. Supervised by colleague.

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	News & Current Affairs
Reports to (title)	Senior Journalist
Location base	Cairo- Egypt

Organisation structure

Journalism Coordinators will work to the Senior Journalist in shaping on-the-day content for BBC Arabic both digitally and on radio.

To work as part of the editorial team in the BBC Cairo Bureau for BBC Arabic Radio, responsible for carrying out editorial and technical tasks and to ensure radio news & programmes, and online and social media content (including video for web) produced from the location conforms to BBC Editorial Guidelines.

On a daily basis, reports to Senior Journalist/Senior News Editor, Arabic Radio Service. Journalism Coordinators will be part of this digital operation with good written and spoken Arabic and English.

S/he will be expected to work flexibly as required. Work will cover shifts across every day of the week, with early morning starts, late evening finishes and nights.

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Additional job specific responsibilities and accountabilities

MAIN DUTIES

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1. To undertake factual research to a broad or specific brief, using a wide range of sources.
2. To act as a point of contact within for the team and make arrangements for outside contributors.
3. To maintain accurate archives and build up a list of contacts.
4. To assist in studio production, online production and interactivity, to co-ordinate and liaise between editorial production and technical staff.
5. To select and edit public contributions to BBC output, and contribute suggestions for treatments of stories.
6. To assist in moderating social media platforms, maintaining BBC Arabic online and social media content and manage cross promotion with other BBC pages.
7. To undertake general administrative work ensuring contributor payments are made in a timely and accurate way.
8. To undertake translation work, under supervision, as requested for Online or Radio.
9. To assist in achieving BBC objectives of Diversity.
10. On occasions and under supervision of editorial production staff to do interviews and edit programmes, and operate recording/editing equipment, depending on experience.

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Additional Key Skills, Knowledge & Experience

- A recent experience of working in a news room with good understanding of broadcast media.
- Good search skills on the web and knowledge of social media platforms.
- Ability to work independently and within a team with developed communication skills.
- Experience of using operational and technical programmes

A good command of standard Arabic and a good command of English.

Approval	
Manager	Adel Soliman
HR Business Partner	Jill Wookey

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Date	30 September 2021
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