

Job title	Journalist		
Job family	Journalism	Proposed band	C

Job purpose

Originate and produce, as part of a team, a wide variety of news and current affairs content for relevant output.

Key responsibilities and accountabilities

- Use a range of video, audio and digital equipment and information technology to research, write, assemble, edit and deliver outputs in the appropriate medium, to the highest professional standards.
- May be required to present the content on radio, TV or on line. This might be live or recorded.
- May include the production and presentation of programmes. This might be live or recorded
- Exercise editorial judgment in developing story ideas and producing accurate and impartial journalism.
- To undertake pre and post production and studio work, live and pre-recorded. Use a range of video, audio & digital equipment and information technology to research, write, assemble, edit and deliver programmes in the appropriate medium, to the highest professional standards.
- To liaise closely with other team members and with other departments in the BBC, to ensure that output material is shared, duplication is avoided, and best practice is upheld
- Take a lead within a team setting or on delivering a specific piece of journalism or project as appropriate
- To tailor different news treatments for different audiences ensuring that the output reflects the audiences we serve
- To prioritise and plan activities taking into account all the relevant issues and factors such as deadlines staffing and resources available
- To produce engaging packages through a range of production skills
- 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

- Significant recent experience as a journalist, with a good knowledge of production techniques
- Demonstrates sound editorial and policy decisions based upon a clear understanding of the BBC’s distinctive news agenda, the requirements of news and current affairs coverage, the programme departments and the audience
- Ability to use technology as required, in order to gather material for broadcast.

- Understands how a team works effectively and adopts the most appropriate role
- Able to build and maintain effective working relationships with a range of people
- Demonstrates a commitment to improving diversity in the BBC and understands how individual differences can benefit the BBC
- Effective planning and organising skills, ability to concentrate on several areas of work at one time, prioritising, delivering consistently to deadlines and reacting positively to changes and conflicting priorities
- Ability to write creatively in an engaging manner, adapt, produce and translate with accuracy, clarity and style appropriate to differing audiences and forms of media suitable for multimedia output
- 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

High level of responsibility and decision making; able to operate alone.
No managerial responsibility. May be informally supported by Junior staff i.e. Researchers, Coordinators and Assistants.

Scope

Covers a wide range of journalism activity, producing news content and supporting the production and presentation of programming.

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	BBC Africa Service - Children's
Reports to (title)	Editor, Children's News
Location base	Nairobi

Organisation structure	
<p>As part of its new investment in content for Africa, the BBC is launching a new TV and Digital service for children which will explain and help them to make sense of the world they are growing up in. The content will include news stories and features and will tackle issues relevant to young people. We have an exciting opportunity for a dynamic and creative journalist to join our team and shape BBC Africa's coverage for young people.</p> <p>The successful candidate will have a strong journalistic background together with lots of ideas for how to engage children in the news. The aim of BBC Africa is to showcase the diverse ideas and aspirations from across the continent.</p> <p>The Broadcast Journalist will work within BBC Africa's children's programming team and will play a crucial role creating engaging, youthful and relevant news and current affairs content. The Broadcast Journalist will be responsible for the clear and engaging presentation of how to deliver stories for Africa's youth.</p> <p>The successful candidate must have: high level spoken and written English and Swahili, a good feel for strong and distinctive stories and experience of producing content for multi-platform outlets.</p>	

Additional job specific responsibilities and accountabilities
<ul style="list-style-type: none"> • To Produce, research, write, translate, edit and adapt stories or programme material for Children's News TV and online audiences. • To offer original and creative ideas for multimedia content. To suggest new angles on existing stories and to put forward stories not yet covered. • After training, to be able to use a range of digital equipment and technology to research, write, assemble, edit and deliver programmes and content. • To work closely with other parts of the BBC including other African language teams, BBC reporters and producers across BBC departments. • Substantial previous experience of working in a broadcasting news or factual environment, with strong knowledge of African news and current affairs. • Outstanding and fluent spoken and written language skills in English and Swahili. • Excellent writing skills and the ability to create fun, informative news content for children. • Demonstrable in depth knowledge of the audience requirements, and a good understanding of youth issues and the media interests of various age groups. • A demonstrable interest and proven track record in social media. • Clear and engaging broadcast voice and ability to communicate effectively to viewers and listeners in Africa. • An understanding of BBC Africa and BBC World Service's aims and objectives and the

programme needs of other parts of the BBC.

Approval	
Manager	Harriet Oliver and Julie Taylor
HR Business Partner	Name
Date	4/6/18