

<b>Job title</b>	<b>Journalism Coordinator</b>		
<b>Job family</b>	<b>Journalism</b>	<b>Band</b>	<b>B</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, some 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.

<b>Division</b>	
<b>Reports to (title)</b>	
<b>Location base</b>	

<b>Organisation structure</b>	

<b>Additional job specific responsibilities and accountabilities</b>	
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<b>Approval</b>	
<b>Manager</b>	Name and job title
<b>HR Business Partner</b>	Name
<b>Date</b>	

