**Role description**

**Title** News Editor

**Department** Editorial

**Reports to** Head of News and Features

**Hours** As per contract

**Grade** F/3

**Location** RCN HQ, Cavendish Square

(initially the role will require home-working as a COVID-19 organisation measure – to be part of an ongoing review)

*RCNi supports the work-life balance of our staff through our SMART Working policy outlining our approach to agile and flexible working*

**Overall aims**

**1. Line manage news reporters.**

**2. Under the direction of the Head of News and Features, ensure that news content is timely, interesting, accurate and relevant to its audience.**

**3. Liaise with staff across all departments.**

**4. Promote RCNi in the media, and through social media and similar platforms.**

**Specific aims**

**1. Line manage news reporters.**

* Line manage news reporters in accordance with RCNi policies and procedures, including monitoring performance, setting objectives, holding regular 1:1s and conducting annual appraisals.
* Decide daily news priorities and direct reporters and external contributors to carry out required work.
* Ensure work meets deadlines and house style, is accurate and legally sound.
* Encourage reporters to develop off-diary stories, and to develop original angles to other content.
* Recommend the use of freelances to provide cover when appropriate.

**2. Under the direction of the Head of News and Features, ensure that news content is timely, interesting, accurate and relevant to RCNi’s audience.**

* Write and edit news content for RCNi’s websites.
* Ensure there is a steady flow of news content for publication, meeting relevant deadlines.
* Update editors and other editorial staff about relevant news developments.
* Maintain an up-to-date and comprehensive diary of forthcoming news events.
* Develop and maintain an understanding of publishing metrics that can be used for assessing relevancy of content and informing commissioning decisions. Seek advice and engage in coaching with the Head of Audience Engagement, where relevant, on improving content engagement.
* Maintain up-to-date knowledge of libel and copyright law and apply this in practice.

**3. Liaise with staff across all departments**

* Take responsibility for liaising with the marketing department on news content for a  
  daily e-alert.
* Negotiate news deadlines with the senior sub-editor and ensure these are met, and take remedial action when this is not possible.
* Recommend potential approaches for the illustration of news content to production staff.
* Develop audience engagement strategies for news, for example, using multimedia. Work with relevant teams, such as designers, to see this to fruition.
* Assist production staff in setting up photo shoots when appropriate.
* Approve the use of imagery at the request of production staff.

**4. Promote RCNi externally through social media and similar platforms.**

* Develop and maintain a significant professional personal profile on Twitter and similar channels.
* Uses social media to promote content from all RCNi products at every opportunity.
* Develop and maintain contacts in the nursing and healthcare field to bring in exclusive news stories.
* Monitor competitor activity and liaise with the Head of News and Features and the Nursing Standard Editor on whether and how to respond.
* Identify content suitable for press release and liaise with Head of News and Features on this.

**5. Other**

* Follow the editorial department’s complaints policy at all times, and deal with complaints under the direction of the Head of News and Features and the Nursing Standard Editor.
* Contribute to the creation and maintenance of a high-performance culture across  
  the department.
* Act as an ambassador for the company at all times.
* Work away from the office and stay away overnight as required.
* To undertake any other duties commensurate with the grade of the post as directed by the Head of News and Features
* RCNi is working towards equality of opportunity and staff are required to bear this in mind when carrying out their duties. It is also our policy to ensure that all staff are treated with respect, fairness and without discrimination at work.
* Please note that this job description is not an exhaustive list of duties and may be reviewed from time to time.

*Prepared by Gary Bell, Editorial Director, June 2021*