

Job description

Job title: Journalist, photographer, researcher, sponsorship officer or web editor for Youth Magazine (Outskirts) in Richmond upon Thames.

Purpose of job: To work with Richmond Council to produce the community magazine/newspaper for young people in Richmond upon Thames. The purpose of the publication is to engage young people in issues that affect them and help them understand more about the work of the Council, its partners and events in the borough.

Duration: There are four editions of the magazine every year. Reporters and photographers must commit to at least four editions.

Main duties:

To carry out balanced research to be able to write features/articles or to take photographs for the publication.

Working conditions:

All those who apply for these positions must be able to dedicate a certain amount of time to the project. There will be a series of **compulsory** meetings that all journalists and photographers will be required to attend. Per edition there are approximately eight meetings – over a period of three months – once a week for no more than two hours. In addition to this, all writing and photography work must be carried out in the young person's own time. All the writers and journalists will be responsible for producing one article per edition.

Please do not apply for any of these positions if you are not able to dedicate the required time to the roles and if you already have a lot of activities planned on weekday evenings.

Qualifications and experience

No specific qualifications or previous experience are required for this role.

Salary

Although there is no salary for this role – any expenses accumulated as a result of the role e.g. train fare, will be reimbursed. However, the Editor in Chief must be notified before any money is spent.

Provision will be made for any technology required e.g. computers, the internet, cameras.

Reporting to:

The Council officer co-ordinating and responsible for this project is: Elinor Ridgeway, Senior Marketing Officer. Telephone number: 020 8487 5159

Person specification

Ability

Successful applicants will:

- Have the skills required for the relevant position e.g. writing skills / photography skills
- Be reliable when it comes to meeting deadlines
- Be professional when interviewing or taking photographs
- Be organised and able to ensure that they can balance the workload in addition to their school/college work or job.
- Be able to use their own initiative
- Be creative
- Be able to work independently as well as in a team.

Interests – Successful applications will have a number of interests that they will be able to apply to the role - e.g. they like music, play sport or are very knowledgeable about the borough.

Application – Candidates must be aged 11-19 years old and live, work or be educated in Richmond upon Thames.

All candidates must submit an application form and ideally submit either a 300-word article or selection of photographs.

All candidates must have a signature from their parent / guardian regarding their participation in the project.

All successful applicants will be asked to sign a contract – agreeing to attend **all** the sessions required of them and to provide all the work required on time.

For more information about these positions contact Elinor Ridgeway on 020 8487 5159

The London Borough of Richmond upon Thames Equal Opportunities Policies – Statement of Intent – Employment Policy

The Council of the London Borough of Richmond upon Thames defines itself as an equal opportunities employer and we are working towards equality and diversity.

The Council is actively opposed to all forms of unfair discrimination and is therefore committed to the principle that no job applicant or employee shall be discriminated against on the grounds of gender, sexuality, disability, race, colour, nationality or ethnic origin.

Safeguarding children, young people and vulnerable adults statement

The London Borough of Richmond upon Thames is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.