**BUSINESS EDITOR JOB DESCRIPTION**

**Job brief**

The Business Editor is responsible for generating and editing the ‘business news’ content of the Fixers website, and has quality control oversight of all website content.

**Responsibilities**

* Lead Business news coverage and manage the Business team.
* Enact the editorial policy and agenda agreed by the Director of Broadcast with the CEO and Director of Projects and attend regular meetings with them.
* Take responsibility for the news areas of the website, ensuring consistent high quality, good ‘inclusive’ writing, plenty of visuals and timely uploads.
* Take a quality control oversight of other website content to ensure clear and logical writing, sensible links to connected areas, and striking relevant images.
* Hold regular meetings with Business associate and assign them to research and cover news stories, features, specialist interviews and other original content.
* Personally take on a significant part of the research and writing, while taking responsibility for, and checking and subbing, the work of Business.
* Originate new ideas and propose ways to pull together or link stories thematically and geographically, and to add in depth coverage on issues.
* Maintain close working relationships with staff from Projects, Creative Resources and Broadcast to keep abreast of the latest fixes and developments.
* Ensure compliance with normal legal frameworks, including special requirements and permissions for the young, vulnerable, or those involved in court proceedings, applying the laws of copyright and defamation, and referring to Director of Broadcast if in doubt.
* Occasionally contribute to productions including celebration events

**Requirements**

* Education, qualifications and other requirements
* Fluent written and spoken English
* Editing, proof reading and copy amendment
* Working to schedules
* Interface with freelance contractors
* Copy writing
* Intermediate Word, including Tracking Changes
* Basic Excel
* Database
* Excellent communication
* Understanding of Christian publishing market