**Senior Reporter job description**

**Job brief**

the Senior Journalist will be responsible for delivering projects in a quick-paced news manner as well as developing and producing concepts and ideas for social media campaigns. They will be comfortable working independently, uncovering and developing stories as a news gatherer, as well as part of a highly engaged and energetic team passionate about breaking news.

**Responsibilities**

 Responsible for originating and producing stories which may include scripting, editing, outputting, filming and presenting content across a range of output

 Commission and select relevant materials ensuring they meet expectations of our audiences and adhere to the editorial

 May be required to undertake On-Air reporting, may be required to film and edit material for broadcast where appropriate.

 May include the production and presentation of programmes. This might be live or recorded

 May be required to present the content on radio, TV or on line. This might be live or recorded.

 As required, to allocate work to a team and check progress; ensure the professional contribution of staff and the quality of output

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 Seek ways to increase diversity in our workforce and to ensure that our output reflects the audiences we serve

 Deliver journalism of the highest standard and within the required timeframe using available resources

 To act as a facilitator of change, clearly communicating and sharing best practices are shared between teams

 Delivering to tight deadlines while maintaining the highest editorial standards.

 At all times to carry out duties in accordance with the Health and Safety policy

**Requirements**

 Degree educated, or equivalent

 Journalistic background and strong media network

 Experience in working with lawyers is desirable

 Excellent communication skills both written and verbal

 Excellent interpersonal skills, demonstrating professionalism in all dealings

 Trustworthy with sensitive and confidential information

 Able to demonstrate high levels of initiative and motivation

 Capable of working with individuals who hold different views - to hold one’s ground and push back

 Strong focus on accuracy, great attention to detail and quality control

 Resilient in overcoming obstacles to deliver what is required

 Ambassador for the firm, being professional in outlook, attitude and appearance

 Flexibility to work outside normal office hours as may be required from time-to-time