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| **Position Description – School Based Trainee Journalist** |
| **Job Title**School Based Trainee – Journalist | **Reports To**Editor – Gwydir News/GLR Training Coordinator  | **Supervisory Responsibilities**NIL |
| **Applicable Award**Local Government (State) Award 2020 |
| **Overall purpose of the position**The School Based Trainee Journalist will acquire skills through on the job training and TAFE study and apply those skills by assisting The Gwydir News team in the preparation of the weekly publication, including researching, planning and drafting articles.*NOTE: Council does not guarantee continued employment beyond the completion of the traineeship.* |
| **Tasks and responsibilities**To assist Council’s Gwydir News team to:* Identify story ideas, prepare, rewrite and edit copy to improve readability
* Read copy or proof to detect and correct errors in spelling, punctuation, and syntax.
* Develop stories and generate headline ideas in alignment with targeted audience’s preferences
* Comply with media law and ethical guidelines
* Meet deadlines and budget requirements
* Develop strong relationships with community groups and organisations to encourage the submission of community content.
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| **Equal Employment Opportunity**The Gwydir Shire Council is an Equal Employment Opportunity Employer and appoints on the basis of merit. Merit is determined by assessing the applicant’s abilities, qualifications, experience, work performance and personal qualities relative to the requirements of the position. |
| **Requirements of the Role.****Essential*** Excellent oral and written communication skills.
* Keen interest in local issues and current events.
* Organisational and administrative skills.
* Attention to detail.
* Ability to work independently with minimal supervision as well as within a collaborative team environment.
* Good customer service skills.
* Keyboard and computer skills including the use of Microsoft Office software, email and internet.

**Desirable*** Knowledge of MS Office and InDesign, Photoshop or other publishing tools.
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| **Employment Declaration** * I agree with and understand the requirements of my employment, as detailed in this position description.
* I have had the opportunity to ask questions regarding the terms of my employment and have received satisfactory answers.
* I understand that the above position description describes the general nature of my employment, and that other duties may be required of me upon request.
* I understand that I will not be asked to participate in additional duties that are unreasonable, or outside of my capability and training.
* I understand that I will receive in-house training in aspects of my employment that I am not currently proficient, in order to satisfactorily meet the position requirements.
* I will take reasonable care for my own health and safety.
* I will take reasonable care for the health and safety of others.
* I will comply with any reasonable instruction given by the GSC.
* I will cooperate with any reasonable policies and procedure of the GSC.
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| **Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **­­­­­­­­­­­­­­****Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Office Use Only****Reviewed by: GLR Training Coordinator****Date: 10/11/2020****Signature:****Position:** |