

Community reporter job specification

Overview

A community news reporter's primary role is to engage with people in a defined group or geographic area and to curate, collate and create content relevant to them.

The reporter will build and develop community networks in person and online, acting as the point of contact for applicable groups, engaging with them and seeking out journalistic content.

The reporter will also receive training towards an NCTJ qualification (the Diploma in Journalism), as well as additional digital journalism training – notably around tackling misinformation – which they may then share into their newsrooms.

Patch

The community reporter will take responsibility for developing relationships with existing and new communities, initially focusing on a named patch within the news provider's area of reach (or a specific demographic group), generating stories which engage communities with their local news provider. Their area of work may expand through the period of their contract (fixed at two years), but they will remain primarily focused on community reporting.

The community reporter will:

- Produce content about the community they are working in, based on engagement with the local community.
- Publish packages of content to a very high standard to a range of platforms (including social media) as directed by their employer.
- Take/source and edit pictures, audio and video.
- Spend time in the community, building new relationships which will continue into the future.
- Report on instances of misinformation circulating in local communities.
- Provide insight to the wider newsroom about the issues and concerns of specific communities.
- Support other journalists within the newsroom when they are writing about named communities.
- Use audience metrics to understand the impact of stories, and digital tools to identify stories of interest.
- Study for the Diploma in Journalism.

- Be a positive ambassador for local and community journalism.
- Maintain the highest personal standards of professionalism and integrity at all times within the framework of current legislation, regulatory codes and their employer's editorial and company policies.
- Communicate with the NCTJ and take part in CNP events as applicable

What is not part of the role?

Community reporters generally will not do general reporting rota shifts or traditional news reporting beats such as court, council and crime. The reporter shall not generally undertake other work which would usually be undertaken by another member of the editorial team.