

# Content Editor



Responsible to:	County Commissioner Communications Team Leader
Relationships- Internal:	All members of the Movement HQ PR Team County Communications Team County Web Team County Office Events Teams
External:	Advertisers? [Do we want advertising? – to be discussed with Comms Team]
Job Summary:	Collect information from the county membership for the E-Fox, for any printed version of the Fox, Annual Report and county website. Encourage and source contributions, advise contributors of formats required, and chase contributors to ensure receipt by appropriate deadlines.
Immediate Role:	Source contributions for early issues of the E-Fox.
Main Activities:	Encourage and source contributions that will appeal to the membership or provide necessary information, advise contributors of formats required, and chase contributors to ensure receipt by each issue's deadline. Check contributions for poor spelling and grammar and writing that lacks clear sense (editor is not expected to be a 'great writer' but a good level of competence is hoped for). Involve young people in the newsletter where possible. Liaise with Webmaster (NB E-Fox will be posted on the web anyway, but certain articles and information may be suited to a more permanent place on the website). Source and edit content for any County media publication (hard copy or electronic) that may be proposed in future. Seek advertising to build revenue??
Overview:	The role is partly administrative to take pressure of the County Office, while also suiting a person with some editing/writing skills. The Content Editor is not expected to undertake any design, layout or production work regarding the newsletters or other media as the role of Editor is part of the process of separating copy sourcing, chasing and editing from production. A mixture of 'people skills' and administrative competence would be ideal.