

JOB INFORMATION: JOURNALISM INTERN (DIVERSITY)

The National Council for the Training of Journalists delivers the premier training scheme for journalists in the UK. Established in 1951, it is dedicated to providing a world-class education and training system that develops current and future journalists for the demands of the 21st century.

The NCTJ's range of products and services include: course accreditation; qualifications; awards; distance learning; careers information; training and continuing professional development; information and research; and communications and events.

The NCTJ is an independent registered charity. The organisation is a gold level Investor in People. It has 12 full and part-time employees based at offices in Newport, Saffron Walden, Essex as well as more than 250 freelance examiners, trainers and industry volunteers. The organisation's structure includes trustees of the charity, a board of directors, qualifications and examination boards, editors' focus groups, course leaders' forums and a Student Council.

The organisation's £1m funding comes from media companies, sponsors and from income generated from its products and services. The NCTJ also administers the Journalism Diversity Fund.

With an ambitious strategy, the organisation continues its development and is seeking a talented trainee to join its small dedicated team to work on the industry's Journalism Diversity Fund.

Introduction and job overview

The journalism intern will administer, promote and develop the Journalism Diversity Fund.

The fund was set up by those in the industry who want to work together to support the training of journalists from ethnically and socially diverse backgrounds. Most editors recognise it is vital that journalists reporting the news reflect the communities they serve. It is aimed at people without the financial means to attend NCTJ training courses.

There will also be an opportunity to write for websites, press releases and other projects where the intern can develop his or her journalism skills and contacts.

Job objectives

- ❖ To promote and help build support for the Journalism Diversity Fund
- ❖ To administer the applications and awarding of bursaries
- ❖ To help organise diversity projects for the Journalism Diversity Fund
- ❖ To assist with communications projects

Responsibilities

1. Produce an action plan for the Journalism Diversity Fund.
2. Implement the action plan to time and to budget.
3. Monitor and review the action plan to ensure performance targets are achieved.
4. Working with the marketing and communications team, co-ordinate all marketing, advertising and promotional activities, including brochures, events, reports etc, related to the fund.
5. Administer applications for bursaries and organise the shortlisting process.
6. Organise the interviewing of candidates.
7. Administer the awarding of bursaries.
8. Represent the NCTJ/JDF at external meetings and events as required.
9. Liaise with recipients on a monthly basis.
10. Update www.journalismdiversityfund.com.
11. Organise the annual meeting of the advisory committee and reception.
12. Assist with day-to-day activities including proof reading, giving careers advice and answering general enquiries on the telephone.
13. Contribute to communications activities.
14. Administer the NCTJ Awards for Excellence.

Experience and skills

Applicants must have completed, or be about to complete, an NCTJ-accredited course or NCTJ distance learning programme successfully. Preference will be given to those who have the 'gold standard' of A-C passes in the prelims and 100wpm shorthand. They will have a demonstrable interest in diversity and understand its importance to the future of journalism.

Candidates must be bright, flexible, professional, proactive, hard working, organised, confident and willing to listen and learn. Good administration and IT skills are essential.

Remuneration and benefits

The NCTJ will offer a trainee level salary of £15,000 per annum pro rata and further journalism training, development and networking opportunities. The internship is designed to help the successful candidate develop a career in journalism and previous interns have gone on to qualify as senior journalists.

This post is a fixed-term contract for six months and can be full or part-time to suit.

It will include 20 days' paid holiday per annum pro rata.

Working environment

The NCTJ has a friendly working environment with a team-working and goal-orientated culture. Staff members are all very committed to achieving high standards and implementing new ways of working. All staff are flexible in their approach and adaptable to change.

This job will involve some travel to meetings and events.

The journalism intern will work closely with the marketing and communications team and will report to the events and website manager.

The intern will be based at the NCTJ's offices in Newport, Saffron Walden, Essex.

It is expected that the internship will commence as soon as possible for up to six months.

Application process

Applications from those who have not attended an NCTJ-accredited or distance learning course will NOT be considered.

Full curriculum vitae and covering letter should be addressed to the chief executive of the NCTJ detailing why you should be considered for the internship.

Applications should be emailed to Shevon Houston, events and website manager, who will be happy to discuss the position with applicants:
shevon.houston@nctj.com

Interviews will take place at the NCTJ's offices and travel expenses will be paid.

Closing date: 5pm, Monday, 9 March 2015

Further information about the Journalism Diversity Fund can be found at www.journalismdiversityfund.com.

National Council for the Training of Journalists
The New Granary, Station Road, Newport, nr Saffron Walden, Essex, CB11 3PL.
Tel: 01799 544014 Website: www.nctj.com

Person specification

Qualifications and experience

Graduate or equivalent

NCTJ Diploma in Journalism ideally with A-C exam passes and 100wpm shorthand

Knowledge of some of the issues affecting journalism today and an understanding of the importance of diversity and the NCTJ's mission, objectives and values

Relevant work experience

Skills

Able to work effectively with colleagues from a range of backgrounds

Able to work on own initiative and to multi-task

Good administration and organisation skills

Journalism skills

Computer literate in word processing, spreadsheet and browser software

Basic marketing, communication and presentation skills

Personal attributes

Team player

Customer focused and results driven; business understanding

Good interpersonal skills – confident, open, approachable, facilitative and persuasive

Flexible and diplomatic

Creative and innovative

Accurate, attentive to detail and conscientious

Well presented and professional

A sense of humour