

JOURNALISM STANDARDS MANAGER JOB INFORMATION

This is a unique opportunity to develop a career at the UK media industry's journalism training charity. The *National Council for the Training of Journalists* is looking to appoint a journalism standards manager to implement the NCTJ's accreditation scheme and centre approvals process, to ensure our centres and their courses are of a high standard and produce employable skilled trainees for the media and related sectors.

The position will be suitable for candidates from a journalism background, an interest in quality assurance, and a passion for maintaining high standards of journalism and best practice.

The NCTJ accredits more than 60 journalism courses at 36 universities, colleges and independent providers which meet the industry standard and prepare students for the exacting assessments which make up the Diploma in Journalism vocational qualification. We also approve centres and training providers to deliver our pre-entry qualification, the Certificate in Foundation Journalism, and to deliver the training and end-point assessments for journalism apprenticeships.

The accreditation scheme and centre approvals process aim to build a partnership with educators and employers to develop the next generation of journalists. With the delivery of the Diploma in Journalism qualification at its heart – regulated by Ofqual, Qualifications Wales and the Council for the Curriculum, Examinations and Assessment – accreditation and centre approval provide a fair, accessible and open system for recognising courses which are providing world-class training.

Our commitment to high quality training and education, strong industry links, professional delivery of our qualifications and employability remains at the heart of accreditation and centre approval. Our standards also place an emphasis on digital developments, innovation, diversity and ethics. The quality and standards manager will play an important role in our awarding organisation activities, providing support for educators and trainers who are committed to excellence.

The complexity of the role and the nature of the NCTJ itself dictate that the post would best suit a hard-working self-starter who has a passion for professional journalism and quality assurance, and the paramount importance of standards. This will be someone who can operate effectively in the company of senior editors, trainers, academics, students and trainees with confidence, fairness, tact and diplomacy, and who – above all – cares about and believes in developing and supporting our world-class education and training.

Job overview

The journalism standards manager role represents the industry's determination to safeguard the NCTJ's reputation for excellence in journalism training and qualifications by ensuring that our accreditation scheme and centre approvals process are professionally run and fit for purpose. The successful candidate will be receptive to new ideas and must be ready and able to respond to constant change.

Reporting to the head of awarding, the journalism standards manager will play a key “gatekeeper” role within our awarding organisation. The job holder is responsible for involving the industry in the accreditation and centre approvals process to ensure journalism courses with the NCTJ’s kite-mark subscribe fully to our vision, values and standards. As well as working with our industry team, the successful candidate will work closely with education and training providers, supporting them while monitoring their performance in delivering the NCTJ syllabus effectively and in full, in accordance with the industry standard and our regulatory requirements.

The journalism standards manager plays a major part in coordinating the crucial partnership between the NCTJ and course providers within universities, further education colleges and independent centres who deliver our syllabus. The successful candidate will be required to do so in a way that balances the differing and sometimes conflicting pressures within a wide range of education and training centres with media employers’ continued support for strongly-vocational, independently-assessed journalism qualifications.

Job responsibilities

The key areas of responsibility for the journalism standards manager are to:

- Implement the NCTJ’s accreditation standard and centre approvals process to ensure centres and their courses are of a high standard and produce employable skilled trainees for the media and related sectors.
- Manage the day-to-day running of the accreditation scheme and centre approvals process and undertake all required administration to ensure accreditation and centre approval are clear, proportionate, supportive, rigorous, proactive, risk-based processes, using information and evidence gathered and verified by the NCTJ.
- Grow the accreditation scheme and centre approvals process to increase the number of NCTJ-qualified trainees entering the media and related sectors.
- Support the organisation of NCTJ events related to accreditation and centre approval, including the Student Council, Journalism Skills Conference, accreditation forums, marking workshops and seminars, and other relevant events and courses.
- Contribute content to NCTJ products and services including qualifications, end-point assessments, careers information and the website, ensuring information is accurate and high quality.
- To deputise for the head of awarding in her absence as appropriate and undertake special projects as directed by the head of awarding or the chief executive.

Skills and experience

We are looking for an experienced senior journalist, preferably with some management experience, who subscribes fully to our vision, values and standards. Ideally with a good grasp of journalism education and training issues, candidates will be proactive team players, with excellent communication and customer relationship skills and a demonstrable interest in quality assurance and high journalism standards. Excellent organisation and IT skills are essential.

The successful candidate will need to have forensic attention to detail and demonstrate a methodical and systematic approach in order to be able to administer our accreditation scheme and centre approvals process effectively. It will be an advantage to have an interest

in working within an awarding organisation and/or quality assurance role. Candidates who are NCTJ-qualified and have experience of investigative and/or data journalism would be ideal, as the journalism standards manager will need to interpret data and work with spreadsheets and databases.

Equally important are relationship building skills, experience of implementing change and innovating, dealing with people and managing projects, multi-tasking, planning and meeting strict deadlines.

NCTJ values and recognition

The NCTJ is the media industry's charity that delivers the premier training scheme for journalists in the UK. We provide a world-class education and training system that develops current and future journalists for the demands of a fast-changing multimedia industry.

The journalism standards manager will share our core values and commitment to high journalism standards. Truth, accuracy, objectivity, balance and fairness are at the heart of everything the NCTJ stands for. In common with all charities, the NCTJ exists to help create a better society and we are committed to our social responsibility aims.

The distinctive characteristics – our core values – are at the heart of the way the charity operates and are as follows:

- Fair, accessible and transparent
- Equality, diversity and inclusion
- Strong sustainable growth and best use of resources
- Effective leadership, management and governance
- High profile, respected and influential
- Upholding quality, high standards and best practice
- Open, receptive and responsive to change

We always strive to be the best we can be. Our staff are proactive goal-oriented self-starters who share our desire for continuous improvement and best practice. We have a supportive and collaborative culture. We are cost-conscious and aim to be as efficient as possible.

The NCTJ has won awards for its pioneering awarding and diversity initiatives. Our professional awarding organisation is regulated by Ofqual, Qualifications Wales and the Council for the Curriculum, Examinations and Assessment. The Skills Funding Agency has approved the NCTJ as the end-point assessment organisation for journalism apprenticeships.

Strategic objectives

The charity's objectives this year are based on the following areas of development:

- Diversify and increase resources to build the capacity and capability of the NCTJ to strengthen its role and influence across all media sectors and related sectors where journalism skills are required.
- Establish the Journalism Skills Academy as the one-stop shop for journalists at all stages of their careers to develop their skills and advance their knowledge.
- Maintain a progressive, flexible and inclusive framework of respected industry 'gold standard' journalism qualifications and apprenticeships that embrace digital and other changes in practice.

- Accredit journalism courses of excellence at colleges, universities and independent providers and reward and support them to achieve the media industry's challenging performance standards.
- Provide an effective careers information service that promotes journalism careers, accredited courses and the industry's training scheme for professional journalists.
- Take more action on equality, diversity and inclusion to build a journalism workforce that widens participation and progression so that it better reflects its audiences at all levels.
- Mobilise employers to ensure the media industry's professional training scheme produces journalists with high ethical standards to win public confidence and trust in quality journalism.
- Communicate and collaborate effectively with all target audiences to increase take-up of NCTJ products and services and to increase awareness of the NCTJ's brand values, its role, and value for money, agenda-setting activities and status as a charity.
- Make a positive and demonstrable contribution to the future sustainability of quality public interest journalism in the UK.
- Provide the industry with substantive research and up-to-date skills information to help us develop our understanding and response to the rapidly changing market place for journalism.

Benefits

This full-time post attracts an annual salary of £35-40,000 (depending on experience) with probationary, annual and promotion salary reviews. Other financial benefits include a five per cent employer pension contribution, life insurance and company bonus scheme. There are staff events and personal development training opportunities and a great working environment. The job is based at our lovely offices in the North Essex village of Newport near Saffron Walden. We promote work-life balance, flexible working and support staff who have family responsibilities and particular needs. We actively promote a culture of equality, diversity and inclusion, and we want people who work for the NCTJ come from all walks of life.

How to apply

Applicants should email a full CV and covering letter to Rachel Manby, head of awarding: rachel.manby@nctj.com.