

Head of Phantom Newspaper

Phantom Committee - Union of Students

Role details

Time Commitment: Varying throughout the year with an average of 5-10 hours a week

Responsible to: Vice President (Community) and The Phantom members

Ideal personal qualities

- Great organizational skills
- Driven and motivated
- Good communication skills
- Able to balance multiple projects at once
- Editorial skills

Duties and responsibilities

- To be the official representative for The Phantom
- Manage the workload of the sub-editors
- To recruit and interview the rest of the Editorial Committee with a staff member if the roles are not filled in the first block of interviews
- Sit on the Executive Committee of Phantom Media to represent the members, and chair the meeting when required
- Liaise with the Head of Marketing to organize paid advertising to be printed in The Phantom
- Ensure articles are high quality and relevant to the readership
- Encourage the wider student body to write for, and read, The Phantom
- Ensure the publication is independent and all articles are well balanced without bias
- To coordinate the distribution of The Phantom with the Phantom Media Executive Committee.
- To provide headlines and information for each issue sticking to deadlines set
- Maintain the Newspaper budget and look for new advertisement opportunities in the paper and online to raise money for the committee.

Opportunities

- A unique opportunity to lead the team that produces The Phantom.
- Gain skills in writing and editing print
- Oversee all printed student media via Phantom Media

Benefits

- Gain a wide range of practical skills that will make you more employable
- Practical experience of being part of a team and report writing
- Gain knowledge in editing and producing material for print
- Relevant training/on-going personal development

Beneficial previous experience

- Experience of writing
- Experience in editing
- Experience in leading a team

Training and support

- You will have access to a range of training with the Union and can request external training and trips to networking events