

# Sub-Editor (News)

## 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 Head of Newspaper

### Ideal personal qualities

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

### Duties and responsibilities

- Edit all articles with News based content by the deadlines set
- Attend all meetings set by the head of phantom newspaper
- Help recruit students to be in the news team and then manage and delegate work to them
- Ensure articles are high quality, up-to-date, factually correct and relevant to the readership
- Ensure the publication is independent and all articles are well balanced without bias
- To contribute to the distribution of The Phantom after print
- Work with writers and ensure weekly content is published on the website

### Opportunities

- A unique opportunity to be part of the team that produces The Phantom.
- Gain skills in writing and editing print
- Oversee all printed student media relating to Entertainment through The Phantom

### 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
- Qualify towards the Futures Award
- Gain experience in community work

### Beneficial previous experience

- Experience of writing
- Experience in editing
- Experience in recruiting volunteers

### 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