

Job Title: Editor for Community News

Location: Remote, but local to Winchester

Position Type: Part time (3 editions per year)

Remuneration: TBA per edition

About Us:

Badger Farm Community Centre is a registered charity that serves as a focal point for the local community in Badger Farm and Oliver's Battery, offering a variety of social activities and events for residents of all ages. We are dedicated to fostering community spirit and providing a welcoming environment for all.

Job brief:

We are looking for an Editor who is passionate about local storytelling and community engagement to manage the publication of our local newsletter, Community News. In this role, you will work with our contributors to help share the stories that matter most to our community. In summary, you will coordinate with an established list of local organisations, sponsors and members of the public to source content for Community News, before compiling and editing the publication.

Key Responsibilities:

- **Contributor Coordination:** Work closely with contributors from local organisations and members of the public, providing support and feedback to help them submit their articles. Manage the editorial calendar and ensure that deadlines are met for all content.
- **Content Management:** Edit, oversee and, when necessary, write articles and features that highlight community events, issues and interests.
- **Sponsor Management:** Work with our sponsors and the Community Centre Manager to ensure adverts are correctly received and invoiced. Respond to queries from new sponsors.
- **Article Compilation:** Organise and compile all received articles into the magazine layout, ensuring a cohesive flow and presentation that engages readers.
- **Editing and Proofreading:** Review all content for clarity, consistency and accuracy.
- **Printing and Delivery:** Coordinate with the printer to ensure timely delivery of the printed copies. Communicate with the distribution coordinators who arrange the delivery of the magazine throughout the neighbourhood.
- **Online Presence:** Coordinate with our Website and Social Media Manager to distribute and promote Community News digitally and to spotlight our sponsors.

Requirements:

- Previous experience in editing, preferably in a community-focused setting.
- Strong writing, editing and proofreading abilities.
- Good organizational skills and attention to detail.

- Familiarity with digital publishing tools.
- Strong communication skills for working with community members.

Desirable Skills:

- A knowledge of the collaboration workspace Notion.
- Understanding of community development and local issues.

How to Apply:

Interested candidates should submit their CV and a brief cover letter outlining their relevant experience and passion for community engagement to bforbrca.manager@gmail.com.

We look forward to hearing from you and sharing the stories that make our community unique!