 PERMANENT STAFF: **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title** | Trainee Community Reporter – Photography |
| **Accountable to** | WHALE Arts Agency Manager |
| **Personnel responsible for** |  |
| **Location** | WHALE Arts Centre and other venues in South West Edinburgh area |
| **Hours of Work** | Usual hours – Monday to Friday, 9.00 to 5.00  Some evening and weekend working to support events (additional time accrued to be taken as TOIL)  25 hours total per week |
| **Duration of post** | 26 weeks from XX to YY |

**Summary of Post**

To support the sourcing of local news stories and the creation of digital media content particularly photography but also - written, audio, video - for the Digital Sentinel the community news site for Wester Hailes. Regularly update content on the site. Use social media and attend community events to increase awareness of, and participation with, the Digital Sentinel – [www.digitalsentinel.net](http://www.digitalsentinel.net) - and to enhance existing social history archives.

**Main Activities and Key Responsibilities**

* To support the Sentinel team in all aspects of the Digital Sentinel, including;
* Assisting in the set-up, coordination and running of regular community media sessions
* Supporting the delivery of Digital Sentinel events
* Acting as a regular point of contact for Digital Sentinel enquiries (face-to-face, phone, email)
* Working with a team of volunteer citizen journalists
* Sourcing local news stories
* Collating local ‘what’s on’ information
* Attending community events and/or meeting community organisations
* Creating digital media content including photography, digital storytelling, audio, video
* Regularly updating content on the Digital Sentinel site
* Using social media to increase the profile of the Digital Sentinel

**Other Duties**

* To comply with relevant WHALE Arts Agency policies.
* To undertake any relevant training in relation to the post.

*Job descriptions cannot be exhaustive and the post-holder may, from time-to-time, be required to undertake other duties, which are broadly in line with the above key responsibilities.*