JOB DESCRIPTION

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| Post | Podcast Editor |
| **Line Manager** | Lisa Mitchell |
| **Direct Reports** | n/a |
| **Summary of Duties** | Editing SitRep |
| Day-to-day Responsibilities | Produce content for SitRep programmeManage SitRep teamGenerate original programme ideasCrafting a compelling audio programmeMaking the most of audio editing softwareResearch a wide range of world politicsBuild a fantastic contacts bookMix a range of voices and subject mattersRead audience data and make decisions based on it |
| Working Relationships |  |

**PERSON SPECIFICATION**

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|  | Essential | **Desirable** |
| **Experience** | Five years or more on a podcast or radio news programme | Regional or national newsroom experienceAudio production |
| **Qualifications** | NCTJ or equivalent |  |
| **Skills & Aptitudes/ Personal Qualities** | Ability to work under pressure to tight deadlinesFantastic at generating ideas and following them through to airTeam leader with a positive attitudeKnowledge of the British military and international affairs |  |
| Knowledge |  | Knowledge of the British Armed Forces |
| Circumstances | Prepared to undergo Security Check, sign the Official Secrets Act and abide by Military Law. |  |