



## **Role Description: Journalism Volunteer**

### **Description**

To provide quality news and information to the readers of **Love Andover**. To assist in production of articles as needed. To promote Love Andover and Andover Radio as well as town activities/events/information to the people of Andover and local area. To provide unbiased news and information in a timely manner.

### **Essential Skills/knowledge**

- Good level of English
- Good communicator
- Enthusiasm
- Ability to listen carefully and make notes
- Non-judgemental
- Excellent writing skills

### **Additional skills/knowledge**

- Flexibility to working times – Stories occur at various times
- Ability to pick up on relevant stories. I.e. Andover & local area issues only.
- Knowledge of social media, particularly Facebook
- Experience of MS Office, particularly Word & Outlook
- Experience of Adobe Audition (Training will be provided)
- Use of telephone
- Understanding of remote posting (Training will be provided)

### **Personal qualities**

Ideally an outgoing person. Easy to communicate with and able to relate to the listeners and engage with them. A team player who can work without supervision.

*Volunteers in this role will also be given the opportunity to qualify for a Diploma in Journalism, once qualifying period has passed*