

ORGANISATIONAL ENVIRONMENT / OPERATIONAL FRAMEWORK

The importance of communication to spreading the Gospel of Jesus Christ is as central today as it was 2000 years ago. While the methods of communication in 2018 are more sophisticated, so is the competition for gaining traction with the hearts and minds of the community in a communication-saturated environment.

The Catholic Leader newspaper, as part of The Resource Development Office within the Archdiocese of Brisbane, provides Archbishop Mark Coleridge with an effective channel for communicating key messages to the Archdiocese in a coherent and consistent communication approach, effectively utilising its resources to ensure its voice is heard.

The Catholic Leader newspaper is a weekly Catholic newspaper circulating within the Archdiocese, throughout Queensland and to other States of Australia. The Catholic Leader has a growing presence across numerous news platforms.

MAIN PURPOSE / OBJECTIVE OF ROLE / PRIMARY OBJECTIVE

The Journalist position collects and interprets facts about various events and news stories for the Catholic Leader’s printed and website editions. This may involve conducting interviews and investigations, and using personal observation. They will under direction from the managing editor assign, produce stories, online-digital content, and manage deadlines for newspaper stories, videos and web stories.

KEY ACCOUNTABILITIES / JOB ROLE / SPECIFIC DUTIES / TASKS / RESPONSIBILITIES
“So that” – produce OUTPUTS / EXPECTATIONS

KRAS	Outputs / Expectations
Sourcing of and gathering editorial content, both written and photographic, using a wide range of sources primarily within the Archdiocese of Brisbane, from the wider Brisbane community and from other parts of Australia.	Creative and newsworthy material is available from a wide range of sources.
Production of content for the newspaper, which is relevant to its Catholic audience in Brisbane, news, feature and people profile stories.	Stories are well received by readers, stakeholders and editorial team.
Delivering editorial content for both printed and website editions within appointed deadlines.	Newspaper deadlines for printing, and posting on line are met consistently.
Participate in the upload and maintenance of the Catholic Leader’s website, digital and social media presence as directed.	To capitalise on the different functionalities available through each media type and facilitate an increase message distribution to respective audiences.
On behalf of the newspaper, actively develop and maintain positive professional relationships with a broad range of individuals and groups with the Archdiocese of Brisbane.	The newspaper’s website is upgraded, contains news stories, images, photographs and other content which is current and updated daily
Development of respectful relationships and a commitment to safety embracing appropriate boundaries, behaviours and practices, in accordance with the Archdiocesan Code of Ethical Behaviour and adherence to legislative imperatives of the State.	Ensuring that the fundamental rights of children, young people and vulnerable adults are respected.
Archdiocesan Mandatory Training	Ensure all Archdiocesan Mandatory Training is completed by the due date.

OH&S for self and others as per Archdiocesan Policies and Guidelines.	Ensuring the Safety of all within the work environment.
Any other duties requested.	To support the team and ethos of the organisation.

PERFORMANCE ASSESSMENT / INDICATORS / MEASURES / KPIs / PERFORMANCE STANDARDS
Reliable and timely delivery of news stories. Website maintained and improved and expanded. Appropriate professional relationships developed

CUSTOMERS	
EXTERNAL	INTERNAL
Catholics of the Archdiocese of Brisbane Queensland and Australia wide readers General Public	Managing Editor General manager, Communications Vicar General The Catholic Leader Team Members Communications Team Members All employees

<p>INCUMBENT REQUIREMENTS:</p> <p>Competencies: Excellent written and verbal communication Computer literacy, experience in MS Word and Excel Competent keyboard typing Familiar with Apple computers Experience with websites (CMS's, WordPress is ideal)</p> <p>Knowledge / Qualifications: Knowledge of and commitment to Catholic Social Teachings Qualifications in Journalism media or similar disciplines Media, IT and social media literacy Drivers Licence</p> <p>Work Experience: Proven Journalism experience Competent level Web and Social Media literacy</p> <p>Personal Qualifications / Attributes / Traits / Capabilities: Capacity to cope with change. Ability to operate in a complex organisational environment Active participant in the church community and a lifestyle compatible with the values and teachings of the Church Good interpersonal skills Blue Card or willing to obtain Criminal Police Check or willing to obtain</p>
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CHALLENGES / PROBLEM SOLVING CHALLENGES OF ROLE

Sourcing news stories from a wide variety of entities.
Respond to very short deadlines (particularly with social media issues).
Balancing organisation requirements with reporting on relevant issues.

DECISION MAKING / AUTHORITY LEVEL

(Authority to spend \$ / Freedom to Act without further Authority / Delegation Limits / Position Dimensions Required – Budget Size)

Sourcing news items around the Archdiocese.

VERIFICATION / AUTHORISATION

Approved by:

_____ (Managing Editor The Catholic Leader) _____ (Matthew Emerick)

_____ /_____/_____
(Signature) (Date)

HUMAN RESOURCES VERIFICATION :

Approved by:

_____ (Position/ Title) _____ (Name)

_____ /_____/_____
(Signature) (Date)

(NB: A Director Position or Positions that report to Directors require approval from an Executive Director)