

Position Description

Editor

Reports to	Leader Pastoral Services
Organisation	Catholic Diocese of Auckland
Relationships	Diocesan Staff, Parishes, Schools, Advertisers, and Stakeholders
Status	Part time 20 hours per week
Date reviewed	May 2024

Position overview

To write and prepare the NZ Catholic Newspaper and to lead the editorial function of the NZ Catholic Newspaper as part of a small and dedicated news/digital team for the Diocese of Auckland that assists the bishop in his critical communication mission. The NZ Catholic newspaper would be a critical instrument for communicating the Gospel of Jesus Christ and would include innovative content reporting on relevant news, commentary that helps shape and influence our individual and common good, and analysis, reflections, and contributions that supports people in their relationship, connection, and growth in the Catholic faith. To liaise with advertisers for advertisements for the monthly issues of the digital NZ Catholic newspaper

Overarching Philosophy:

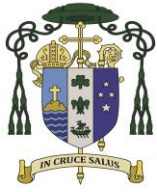
The publisher, the Roman Catholic Bishop, is to be made aware of what is going to be published, and a policy of “no surprises’ is essential.

The Bishop has the right of veto of editorial content.

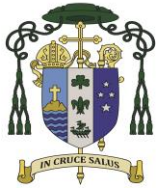
Key Accountabilities

Maintain clear editorial identity and operation of NZ Catholic Newspaper

- Accept editorial responsibility for the content of NZ Catholic including advertisements, exercising editorial freedom in determining this according to the highest professional standards (the final decision of all content of the newspaper lies with the Editor, subject to any other stipulations regarding the powers of the publisher)



	<ul style="list-style-type: none"> • Present news, articles, and commentary clearly, analytically, robustly, openly, and always with due regard for truth and with respect for the teaching authority of the Church • Investigate and analyse issues, suggesting solutions to national and regional concerns, and applying Catholic social teaching to the issues of the day Provide an opportunity for evangelisation by reflecting the values of the Gospel in the choice of all material that appears in the newspaper • Provide a forum for debate and discussion, with sensitivity to the need for fairness, charity, and good taste • Keep readers up to date on developments in Catholic teaching, theology, worship and pastoral outreach, especially as these relate to current issues and are relevant to the lives of a wide range of people • Include a range of international Catholic news and commentary
Management of Contributors	<ul style="list-style-type: none"> • To engage or contract, supervise, and direct contributors subject to budgetary requirements
Coordinate all advertising Production	<ul style="list-style-type: none"> • Coordinate and check the production and placement of advertisements each issue, to advertisers' satisfaction
Increase and maintain advertising revenue	<ul style="list-style-type: none"> • Maintain existing advertising revenue, look to source potential new advertisers and support features
Administration and Circulation	<ul style="list-style-type: none"> • Ensure timely circulation of digital newspaper
Editorial Support/Special Projects	<ul style="list-style-type: none"> • Provide writing and editorial support to projects/activities and Diocesan teams as required.
Mission Map	<ul style="list-style-type: none"> • Integrate the Catholic Diocese Auckland purpose, priorities, staff values and our way of working into work practices and relationships • Model behaviour in line with the Diocese purpose, priorities, staff values and our way of working
<p>Health and Safety</p> <p>As an employee you are responsible for taking care of your own health and safety, and for the health and safety of other persons who may be affected by your actions or non-action. Therefore you are responsible for:</p>	<ul style="list-style-type: none"> • Complying with CDA's health and safety policies, procedures, rules, and guidelines in a safe and responsible manner that will not place at risk your own health and safety, or that of any other person in the workplace. • Contributing when consulted on workplace health and safety responsibilities and policies, and also providing feedback and suggestions to promote continuous improvement of health and safety procedures relating to CDA's work/environment • Reporting all injuries, incident, and hazards to the appropriate person in a timely manner and early reporting of any pain or discomfort. • In the case of injury or illness, you must take an active role in the company treatment and rehabilitation plan, to ensure an "early and durable return to work"



- Support your managers as required to meet their requirements of the health and safety responsibilities and policies
- At all times demonstrate the best health and safety behaviour to support a positive health and safety culture.

NOTE:

This position description is a broad outline of roles and responsibilities for this position. Key responsibilities may vary from time to time, at the request of the Manager, to accommodate the operational needs of the department.

Areas of Critical Success

The Editor is expected to ensure that:

- The Diocese has effective digital content that tells, enhances, and strengthens the mission of the Diocese and communicates the Gospel of Jesus Christ.
- Readers are engaged.
- Our digital media presence is strengthened and reaches a wider audience.
- Bishop assisted in his communication mission.
- Work collectively as a team to ensure the newspaper is delivered effectively, in a timely and appropriate manner.
- Evidence of language, behaviour and attitudes towards internal and external customers being consistent with Catholic Diocese Auckland mission and values.
- Articulate and role model the values, ensuring staff are aware and practicing them as they are integral to their culture.
- Decision making process includes values.
- All health and safety policies, procedures, rules, and guidelines are adhered to at all times and a positive health and safety culture is maintained.

Person Specification

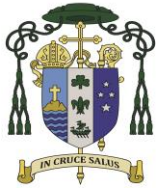
Preferred

Education & Qualification

- A tertiary qualification (ideally in Journalism) or relevant experience

Preferred Knowledge & Experience

- Experience in writing innovative content and editing newspapers and or publications, with evidence of success.



Key Skills Needed

The key skills and competencies required are:

- Strong writing abilities and creative vision to deliver compelling narratives and content.
- Be a competent, compelling, and quick writer, able to tailor content for multiple and diverse audiences.
- Excellent written, and oral communication skills.
- Proven ability in stakeholder engagement.
- A collaborative approach, with excellent interpersonal and people skills.
- A proactive and engaging style, with demonstrated ability to influence.
- Strong organisational skills and ability to work autonomously.
- Precise proofreading skills.
- Computer literate.
- Ability to manage personal time to meet deadlines.
- Excellent communication skills.
- Proficient in use of office technology (MS Word, Excel, Outlook).
- Methodical, logical, and proactive with a high level of attention to detail.

Personal Attributes

- Well organised, proactive and efficient
- Able to motivate, and participate in a small team
- Warm confident manner when dealing with others
- Understand and be comfortable with the work and mission of the Catholic Church
- Integrity and perseverance

