



Employment Schedule 2

JOB DESCRIPTION

POSITION	Cadet – The Central App	
REPORTS TO	Cadetship coordinator – Rachel Jones	
FUNCTIONAL RELATIONSHIPS	<ul style="list-style-type: none"> • The Public • The Central App Editor • The Central App team • School principal 	
OVERALL OBJECTIVE OF THE POSITION	To report on community news, particularly with a youth focus, and represent The Central App in our region while gaining experience and skills in the field of journalism.	
OVERVIEW OF THE BUSINESS	<p>The Central App is a community publisher, and as such community news is at the core of what we do. We are about enhancing our community and the lives of those who live here; therefore, editorially, we strive to be a positive influence on our community.</p> <p>We are a small business, working in the fast-moving digital media space.</p> <p>We cover all areas of Central Otago.</p>	
KEY PERFORMANCE INDICATORS	OBJECTIVES / TASKS / RESPONSIBILITIES	PERFORMANCE MEASURES
1. Content	<ul style="list-style-type: none"> • Contribute an average of one story per week for the duration of the cadetship. • Gather and verify information regarding stories through interviews, observation, and research. • Write story according to prescribed editorial style and format standards. • Take photographs or shoot videos to illustrate stories. • Attend events where necessary. 	<ul style="list-style-type: none"> • Deadlines are met. • Stories are accurate and factually correct with correct spelling of names and places. • Story quality is reviewed and edited as and when a story is submitted. • Media support i.e., photos and/or video content, enhance the story. • The Central App will collect data to show how many people read the stories.
2. Administration	<ul style="list-style-type: none"> • Maintain regular contact with the cadetship co-ordinator. • Respond promptly to communications with The Central App team. • Ask for help and guidance where required. • Submit stories following the correct process. 	<ul style="list-style-type: none"> • The cadetship co-ordinator will keep a record of interactions to make sure communication is regular.

3. Other Responsibilities	<ul style="list-style-type: none"> • Be a polite, tidy and respectful representative of The Central App and Dunstan High School when interacting as a cadet. • Don't break any laws regarding personal conduct or privacy, for example. 	<ul style="list-style-type: none"> • Any complaints received will be noted and guidance provided.
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IDEAL PERSON SPECIFICATION

- Strong interpersonal skills i.e., able to communicate effectively and respectfully with a wide range of people from diverse backgrounds
- Demonstrated high level literacy skills
- Punctual and reliable work attendance
- Able to work independently
- Understand and accept the flexible nature of journalism work
- Able to commit to one year role

Essential

- An interest in learning about journalism
- An excellent writer
- Computer literate, with access to a computer, phone and the internet

Desirable / Preferred

- Able to travel independently
- Social media savvy
- Photographic and videography skills

<p>Approved by Managing Director</p> <p>Name & Signature:</p> <p>DATE : _____</p>	<p>Understood by Cadet</p> <p>Name & Signature:</p> <p>DATE : _____</p>
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