



Position Description

Junior Multimedia Journalist, *The Catholic Weekly*

Reporting to:	Editor, <i>The Catholic Weekly</i>
Department:	Sydney Centre for Evangelisation
Location:	St Martha's, Leichhardt
Employment Status:	Full-time
Modern Award Coverage and Classification:	Award Free

The Position	Reporting to the Editor of <i>The Catholic Weekly</i> the position is a junior multimedia journalist tasked with producing interesting and original stories for <i>The Catholic Weekly</i>, the news service of the Catholic Archdiocese of Sydney. A primary part of this role is the ability to write to varying audiences consuming Catholic media across varying platforms both digital and print mediums. The Junior Multimedia Journalist will have excellent writing and verbal communications, experience writing for student, regional or community news organisations and desired experience in digital content publishing including, but not limited to social media, radio/podcasts and video. The role requires an understanding of media in both the Catholic and secular markets and the desire to follow current affairs in a Catholic context. Knowledge of the Catholic Church in Sydney, Australia and worldwide is essential.
Responsibilities	The Junior Multimedia Journalist is accountable to the Editor of <i>The Catholic Weekly</i> for the following: • Pitch, research, interview, and write news, features and other editorial content for The Catholic Weekly in print and digital formats. • Provide original photography, video, audio and other multi-platform as required. • Contribute content to other Archdiocesan media efforts where required, including projects of the Sydney Centre for Evangelisation and Archdiocesan social media channels. • Achieve deadlines at all times. • Establish and maintain relevant contacts both within and outside the Church. • Create innovative and newsworthy content with a clear expectation that journalist will contribute their own story ideas. • Participate in news conferences and briefings. • Create relevant, original high quality and well executed content in line with a Catholic world view. • Maximise content through the latest digital analytics, statistical data, SEO and promotional e-tools.

- Attend regular planning meetings, retreat days and formation opportunities with key stakeholders and the rest of the Sydney Centre for Evangelisation.
- Where applicable rapidly respond to issues as they arise.
- Provide compelling stories of faith to encourage sharing of social content.
- Develop an awareness of the key issues around the Archdiocese of Sydney and senior clergy.
- Stay current with all digital trends and tools in order to adapt, refine and define content where needed.
- Operate within set boundaries and guidelines, always respecting and learning from feedback.
- Assist on projects and the implementation of communications plans as required.
- Carry out other duties as required by the Editor.
- Contribute to the successful planning, preparation and delivery of Eucharist28 by working collaboratively and undertaking other duties or projects, consistent with the level, skills and responsibilities of the role, as reasonably directed.
- Other duties as assigned, which are consistent with the role.

Inter-relationships

The Junior Multimedia Journalist interacts with the following internal and external groups:

- Editor, *The Catholic Weekly*
- Director of Communications
- Staff of the Sydney Centre for Evangelisation
- Chancery staff and the Office of the Archbishop and Auxiliary Bishops.
- Parishes and Archdiocesan agencies (including but not limited to CatholicCare and Sydney Catholic Schools).
- External Bodies.
- Other individuals (lay and clergy) within and outside the church, including talent for stories.

Qualifications and Experience

The ideal Junior Multimedia Journalist will have:

- 1-5 years' experience in Catholic, student, regional or community news outlets
- Proven track record of writing original and compelling news content
- Good knowledge of current key issues facing the Catholic Church in Sydney and Australia
- Ability to build digital stories for websites (basic CMS, Wordpress) as well as professional social media engagement
- Tertiary qualifications in journalism, media or communications, or equivalent experience.

- Excellent interpersonal, communication, time management skills and the ability to work to tight deadlines.
- Commitment to the mission and values of the Catholic Archdiocese of Sydney and Sydney Centre for Evangelisation.

Attributes

The Junior Multimedia Journalist will demonstrate the following attributes:

- Knowledge of and commitment to the values of the Catholic church and Catholic social teachings.
- Attention to detail and well-ordered approach to work.
- Capacity to cope with change.
- Ability to operate in a complex organisational environment.
- Willingness to be accountable for their performance.
- Excellent interpersonal skills.
- A team player.
- Receptive to feedback.

Performance
Management

The performance of the Junior Multimedia Journalist will be assessed on a regular basis having regard to:

- Their performance on the key responsibilities and attributes for this role.
- Service levels and the level of satisfaction expressed by key stakeholders.
- Their ability to develop and maintain relationships with all stakeholders.

The Archdiocese is wholly committed to ensuring the safety, well-being and dignity of all children and adults at risk, and acknowledges its important legal, moral and spiritual responsibility to create a safe and nurturing environment for those children and adults at risk. The Archdiocese has a zero-tolerance approach to child abuse. Staff are encouraged to read the [Archdiocese Commitment Statement and Safeguarding Policy](#).

Additionally, the Archdiocese is committed to continuous improvement to assess and address the risk of modern slavery in its operations and supply chains and to report annually on these actions in the form of a Modern Slavery Statement.