

## Independent Press Standards Organisation Job Description

Title	Training and Engagement Officer
Department	Standards
Reports to	Head of Standards and Regulation

### **Purpose of the role**

IPSO is the independent regulator of most newspapers and magazine in UK. This is a newly created role in IPSO's Standards function, reporting to the Head of Standards and Regulation.

The role of the Standards function is to monitor regulated publishers' compliance with the Editors' Code of Practice and improve editorial standards where needed. One of the ways that IPSO improves editorial standards is through direct engagement with publishers, including through editorial training. Building on existing training and engagement activities, the Training and Engagement Officer will support this work by:

- Creating and administering a new induction for onboarding new publishers
- Project managing the redesign, development, and delivery of the IPSO training offer
- Supporting IPSO's direct communications work with publishers, including being the main point of contact for administrative matters relating to publisher contracts
- Monitoring use of the IPSO Mark by IPSO publishers and working actively to increase uptake
- Supporting the Journalists' Advisory Panel, a group of 10 journalists, from a range of publications who discuss a variety of issues facing the industry

### **Responsibilities**

- Develop and implement improvements to IPSO's editorial training offer, including creating new training materials for a new online training area, working closely with complaints and communications colleagues.
- Deliver training to regulated publishers in person and remotely.
- Create and administer a formal induction programme for publishers joining IPSO.
- Develop and produce a regular newsletter highlighting case studies of relevance for journalistic training.
- Provide administrative support for the Journalists' Advisory Panel, for example scheduling meetings, preparing agendas and producing relevant papers.
- Support regulated publishers to clearly display the IPSO Mark and assist with the delivery of a communications plan informing the public of the mark's relevance.
- Manage IPSO's repository of training materials

- Assist the Head of Standards in developing a strategy and annual business plan for the Standards function.
- Providing administrative support to the Standards team.

### **General**

- Comply with IPSO's Health & Safety requirements.
- Comply with IPSO's Equal Opportunity Policy.
- Fulfil obligations as set out in the contract of employment and follow IPSO's policies as set out in the Staff Handbook.
- Undertake any reasonable activity as required by the Head of Standards or the Senior Management Team.

### **PERSON SPECIFICATION**

#### **Experience, knowledge and skills**

- Excellent communication skills, able to develop and deliver engaging written and spoken communications, build effective relationships and influence a broad spectrum of stakeholders.
- Experience in assisting with the delivery of training programmes.
- Excellent administrative and organisational skills and the ability to plan ahead.
- High levels of self-motivation, with the ability to work under pressure and be highly responsive.
- Good interpersonal skills, with ability to work effectively as member of a team and across teams.
- Ability to manage multiple individual pieces of work, and small-scale projects with ability to weigh up conflicting demands and make decisions independently when necessary.
- Good analytical skills, with the intellectual ability to analyse data and identify trends, and to understand complex regulations and procedural documents.
- Use of Adobe and Microsoft Office. Experience of using CMS and online newsletter programmes desirable.
- A commitment to maintaining and improving the standards of press reporting and journalism in the UK (although no experience of press regulation or editorial standards is required).