



Role:

Deputy Editor

Purpose of the post:

Actively work alongside the Editors-in-Chief to oversee one or more sections of the newspaper, supporting the section editors by monitoring content, encouraging the publishing of regular content calls, and approving pages before publication both in print and online.

Student Group: *The Oxford Student*

Responsible to: Editors-in-Chief

Key Responsibilities

1. Support the section editors by taking the lead with Adobe InDesign, making corrections to pages before publication both in print and online
2. Help section editors to lay-in their sections weekly
3. Ensure online articles have engaging imagery and have social media banners applied
4. Liaise with your sections and others managed by other team members in cases of collaboration
5. Ensure team communication and effectively manage your section
6. Work with your section editors and members of the creative team in order to produce visually appealing content both online and in print
7. Support the Editors-in-Chief wherever possible
8. Contribute content regularly

Health & Safety

- Comply with all Health and Safety legislation and Oxford SU policies.
- Take personal responsibility for Health and Safety of yourself and those around you.
- Undertake appropriate training at Oxford SU as required.

General Duties and Responsibilities

- Promote the purpose and behaviours of *The Oxford Student* through interactions with internal and external stakeholders, ensuring productive working relationships.
- Work in a way which is compatible with Oxford SU equality and diversity policies
- Attend meetings and training events as required.
- Have a flexible approach to duties and work. Adopt a teamwork style across the committee.

A good candidate will be a matriculated student at the University of Oxford with writing and/or editorial experience, as well as experience leading a team. They will be highly organized, motivated, and capable of motivating others. They will seek to have an



awareness of their team's needs and abilities and provide good guidance. They will have a strong understanding of design and the process of creating an edition of The Oxford Student. Crucially, a good candidate will hold themselves and their team to a high standard of journalistic ethics.