

## JOY 94.9

Level 9, 225 Bourke Street,  
Melbourne VIC 3000

T 03 9267 6000

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[joy.org.au](http://joy.org.au)

Out.  
Loud.  
Proud.

# Position Description

## Role Name: Head of News

Status: Volunteer  
Expectation of hours: average of 10 hours per week  
Reports to: Content Manager  
Direct Reports: JOY News Team



## Organisational Purpose

JOY is Australia's Rainbow Community Media Organisation, located in Melbourne, streaming live around the world. JOY exists to make Australia more inclusive by providing a multimedia platform and enabler for change.

## JOY Values

**Joyous** - a celebration of diversity, talent, music and entertainment

**Inclusive** - a safe and supportive environment for all members of the LGBTIQ+ community

**Courageous** - a way to change lives by speaking out, sharing stories and challenging boundaries

## Role overview

JOY's Head of News is responsible for managing and leading the JOY News team. As the Head of News, your role is to ensure JOY has a consistent, professional news service, and that JOY's newsreader training and News policies are up-to-date and in line with industry best practice. As a JOY team leader your role is to bring your team together, to ensure all team members are appropriately trained, to facilitate recruitment of new team members, and to work with your fellow team leaders to ensure JOY's sound is cohesive, collaborative and inclusive.

## Key Responsibilities

- Take a proactive leadership role in ensuring JOY has a consistent, professional news service, including a full roster of newsreaders across the week
- Bring your team together regularly to share information, knowledge and create a sense of connectedness and cohesiveness between programs
- Ensure JOY's news service is of relevance to, and inclusive of, the diverse Rainbow community
- Actively manage and resource the JOY News team
- Provide advice on best practice to inform JOY's News training and News policies as required
- Work collaboratively with other Team Leaders to continually build upon the quality, diversity and inclusivity of JOY's on-air sound
- Work collaboratively with the Content Manager to ensure JOY's news content meets the strategic needs and reflects the values of JOY 94.9.
- Meet regularly as agreed with the Content Manager and other Team Leaders
- Refer / escalate, as required, any complaints or issues to JOY's management team
- Complete a short two-month review for new team members
- Keep volunteer records up to date
- Document and share the process to help build the organisational foundation of JOY knowledge

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### Key Selection Criteria

- Substantial experience in team leadership and management
- Demonstrated education or professional experience in journalism, news broadcasting or related field
- Demonstrated media experience
- Awareness of the issues faced by the diverse Rainbow community
- Enjoys and thrives in a team environment
- Good written and verbal communication skills
- Empathy, sensitivity and understanding of diverse communities
- Passionate about building a more inclusive Australia

All position holders at JOY are required to perform their duties in accordance with current organisational policy and procedures and relevant ACMA and CBAA requirements; to minimum performance standards and ensure adherence to the JOY Melbourne Inc. rules of association; comply with health and safety guidelines and instructions to ensure a healthy, safe and environmentally responsible workplace; and cooperate and comply with equal opportunity legislation.

