

THE AGRICULTURAL TRUST

JOB DESCRIPTION	
JOB TITLE: Acting Deputy Editor, Irish Country Magazine	DEPARTMENT: Irish Country Magazine
REPORTING TO: Acting Editor, Irish Country Magazine	CONTRACT TYPE: Fixed term (maternity cover)
<p>WORKING ARRANGEMENTS: 37½ hours per week. Office hours are normally from 9.00am to 5.30pm, Monday to Friday, but may vary by arrangement with the Company in accordance with business requirements.</p>	
<p>OVERALL PURPOSE OF JOB: Acting Deputy Editor of Irish Country Magazine. Research, compile and write quality stories which are relevant and of significant interest to the reader and that will contribute to increasing circulation of the magazine. Write and create digital content for Irish Country Magazine.</p>	
<p>MAIN ACTIVITIES/KEY TASKS</p> <ul style="list-style-type: none"> • Work closely with the Acting Editor, Irish Country Magazine in relation to the production of Irish Country Magazine and contribute proactively to the development of the publication as a leading women’s interest magazine. • Deputise for the Acting Editor, Irish Country Magazine as required. • Plan, source and write high quality, fair and accurate reports and articles for Irish Country Magazine • Liaise with the Advertising Department and editorially support appropriate advertising campaigns to encourage growth in advertising revenue for the magazine. • Promote the interests of Irish Country Magazine at events, create ideas for one-off events and be constantly on the lookout for opportunities to promote Irish Country Magazine. • Assist the Acting Editor, Irish Country Magazine, in the development, co-ordination and implementation of public relations and marketing strategies, and work with the relevant departments to ensure they are carried out. • Take measures to ensure that libelous or inaccurate material is not published. • Ensure that all deadlines are strictly met. • Co-ordinate and create photoshoots as and when required by the Acting Editor, Irish Country Magazine. • Work as part of the Irish Country Magazine team in producing the magazine as well as assisting, where appropriate, the Irish Country Living Team. • Source, upload, edit and manage content across Irish Country Magazine website and social media • Work with advertising and PR contacts to do promotions/competitions across Irish Country Magazine website and social media • Source, upload, edit and manage content across Irish Country Magazine's website, social media and newsletters • Work across various aspects of the Irish Made Awards, Irish Country Magazine's annual awards ceremony. 	
<p>SKILLS/KNOWLEDGE REQUIREMENTS:</p> <ul style="list-style-type: none"> • Strong experience in and knowledge of women’s glossy magazines in a journalist role. • Third Level qualification. • High level of writing skills, English and computer literacy. • Excellent communication and interpersonal skills. • Ability to work to strict deadlines. • Strong attention to detail, with ability to manage daily administrative tasks. • Online experience with a passion for social media. 	
<p>OTHER REQUIREMENTS:</p> <ul style="list-style-type: none"> • Be available to travel nationally and internationally. • Participate in Acting Editorial planning and discussions. • Full clean driving license. • Responsibilities are flexible and may be changed and / or added to in accordance with business requirements. • If necessary, to work as part of The Agricultural Trust team on any publication and/or carry out other duties as reasonably required by the Company. 	