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**NATIONAL UNION OF**

**JOURNALISTS**

**APPLICATION PACK**

**2024**

**EDITOR OF THE JOURNALIST**

**ELECTION**

2024-2029

**Personnel Department**

**National Union of Journalists**

**Headland House**

**72 Acton Street**

**London**

**WC1X 9NB**

**personnel@nuj.org.uk**

# EDITOR OF THE JOURNALIST ELECTION 2024

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**EDITOR OF THE JOURNALIST ELECTION 2024**

# ADVERTISEMENT

The National Union of Journalists is inviting applications for the post of Editor of the Journalist, the Union’s journal for members.

The post is subject to election by ballot of the NUJ membership every five years. It is a part-time post offered either as a 2 day a week (fixed days by agreement) contract of employment or as a freelance contract, for a period of 5 years. If employed, the position would be based at the NUJ’s head office in London or the union’s Glasgow or Dublin office.

**ELIGIBILITY**

To be shortlisted to stand in the election, you must be:

* a full member, dual member, member of honour or life member of the Union
* with five years continuous membership
* and your contributions must be paid up under Rule.

Additionally, a shortlisted candidate must:

* have the skills necessary to perform the range of duties required of the Editor of the Journalist magazine and associated digital content, carried out to high levels of editorial and ethical standards and in accordance with the NUJ Code of Conduct and Membership Responsibilities

**THE BALLOT**

The ballot will be run by Civica, the organisation appointed as the independent scrutineer for the election.

**THE TERM**

The successful candidate will hold the position for five years after which they will be subject to re-election at intervals of five years.

**APPLICATION PACK**

The Application Pack may be obtained from the NUJ website [www.nuj.org.uk](http://www.nuj.org.uk). If you are having trouble downloading the application pack, please email personnel@nuj.org.uk.

The closing date for receipt of completed applications is **Noon, Monday 24th June 2024**

**VOTING IN THE ELECTION**

In order to vote in this election, you must satisfy the following criteria:

* Be a full member, dual member, member of honour or life member of the Union and
* not be three calendar months or more in arrears.

Don’t miss your chance to vote, visit the members area of the NUJ website at [www.nuj.org.uk](http://www.nuj.org.uk) and check that all your details are up to date.

Ballot papers are mailed out to your home address. Please contact us as soon as possible, at editorelections@nuj.org.uk if you have visual accessibility requirements.

**EDITOR OF THE JOURNALIST ELECTION 2024**

# JOB DESCRIPTION

The Editor of the Journalist shall produce the Union’s magazine and associated digital content and perform such other duties as directed by the General Secretary / Assistant General Secretary.

**RESPONSIBILITIES**

The Editor is also responsible for all administration of the Journalist, relating to:

* production
* circulation
* distribution
* subscriptions
* managing editorial budget
* generating advertising revenue
* routine correspondence
* social media promotion of the magazine
* any other administrative tasks

**THE EDITORIAL RESPONSIBILITIES INCLUDE**

* Efficient production of publications and associated content to deadlines
* Exercising editorial judgement to ensure that:
	+ Editorial standards adhere to union policies, in particular the Code of Conduct and the right to reply, and that nothing published (including advertising) runs counter to these policies
	+ Adequate coverage is given to all sectors of the Union, across the UK and Ireland, and all shades of opinion.

**JOURNALIST EDITORIAL ADVISORY BOARD**

The Editor also services the Journalist Editorial Advisory Board. This involves:

* arranging meetings
* circulation of documents
* correspondence
* taking minutes of meetings

**CAMPAIGNS AND COMMUNICATIONS**

The Editor also undertakes such other campaigns / communications work as directed by the General Secretary. All such duties to be allocated as directed by the General Secretary / Assistant General Secretary.

**EDITOR OF THE JOURNALIST ELECTION 2024**

# APPLICATION CRITERIA

**BASIC CRITERIA**

All candidates shall:

* Be either full members, dual members, members of honour or life members with five years of continuous membership of the NUJ, and in benefit at the close of the application deadline;
* Have returned a completed application form by the closing date;
* Have signed the required undertaking accepting the contractual terms and conditions specified by the Union;
* Have a commitment to the NUJ and trade unionism. It would also be desirable for candidates to have a record of experience within the Union;
* Understand the legal requirements of editing and producing a membership publication;
* Track record of adhering to the NUJ Code of Conduct and Membership Responsibilities.
* Track record of relevant editorial experience to fulfil the requirements of the role.

**COMPLIANCE CRITERIA**

Candidates should be expected, at all times, save in relation to editorial matters, to:

* Obey the instructions of the National Executive Council (NEC) and the General Secretary / Assistant General Secretary;
* Work in full co-operation with the General Secretary / Assistant General Secretary;
* Conform to and comply with the rules of the Union in all respects;
* Adhere to, advocate and implement policy decisions as laid down by the Delegate Meeting and the NEC.

**PROFESSIONAL AND TECHNICAL CRITERIA**

Candidates should have a proven ability to:

1. Perform the duties of the Editor of the Union’s magazine and associated digital content to required editorial and ethical high standards. The editorial responsibilities include efficient production of publications and relevant online sections to deadlines, exercising editorial judgement to ensure that:
* Editorial standards adhere to union policies – in particular the NUJ Code of Conduct and the right to reply – and that nothing published (including advertising) runs counter to these policies
* Adequate coverage is given to all sectors of the Union and all shades of opinion
1. Work effectively with whom they have to work;
2. Report as required, including to the NEC;
3. Service committees / councils as directed by the General Secretary.

 **EDITOR OF THE JOURNALIST ELECTION 2019**

# TERMS AND CONDITIONS

1. The starting salary is £24,095 for 2 days a week (7 hours a day, including lunch); subject to annual review, (plus London weighting of £1,600 if based at London Head Office); or as a freelance contract of £30,885 per year.
2. The Editor of the Journalist will be encouraged, subject to its Rules, to join, or remain in, the NUJ Staff Pension Scheme if taking up a contract of employment.
3. The Editor of the Journalist shall serve the Union to the best of their ability. The duties of the Editor of the Journalist shall be as set out in the attached job description.
4. The Editor of the Journalist shall at all times, save in relation to editorial matters, obey and comply with the instructions of the National Executive Committee and of the General Secretary / Assistant General Secretary and in all respects confirm to and comply with the Rules of the Union. They shall at all times work with and in co-operation with the General Secretary / Assistant General Secretary and shall not act contrary to any direction given by the General Secretary / Assistant General Secretary.
5. They shall hold office under the conditions expressed in their contract of service with the Union as set out in this document and also in accordance with the terms of the NUJ Officials’ Chapel Agreement (the House Agreement) to the extent that they are consistent with these terms and conditions. Where they are not consistent these terms and conditions shall prevail.
6. The Editor of the Journalist shall be entitled to six weeks’ (pro rata) holiday with pay in any one year, in accordance with the NUJ Officials’ Chapel Agreement (equivalent reflected in the freelance contract rate).
7. The Editor of the Journalist shall be allowed reasonable expenses while on Union business, in accordance with the NUJ Officials’ Chapel Agreement.
8. If employed, the Editor shall reside within a reasonable distance of the designated registered office of the Union, and be provided with a mobile phone.
9. On their appointment, they shall give such fidelity guarantees as the National Executive Council may determine.
10. They shall not undertake journalistic work, on the days contracted to the NUJ, other than as part of their duties as Editor, or by prior agreement with the General Secretary / Assistant General Secretary.
11. The Editor of the Journalist shall hold office for a period of five years from the date of their election, subject to the provisions of the Rules of the Union. For clarity, the date of their election is the date of NEC endorsement of the election outcome.
12. The employment shall be terminated by the expiration of the five-year period or by notice given to either party. In the event of termination by notice, six months’ written notice shall be required on either side unless a shorter period is agreed by the National Executive Council at the request of the Editor of the Journalist or less than six months of the five-year period remains, in which event the length of notice shall be equivalent to the unexpired part of the term.
13. The National Executive Council on behalf of the Union shall be entitled to terminate the Editor of the Journalist’s contract on notice in the event of the Editor of the Journalist being, in the view of the NEC, in significant breach of any of the terms of this Contract or the House Agreement or if the Editor of the Journalist has been disciplined under the disciplinary procedure as set out in the House Agreement and the decision on a disciplinary procedure is to dismiss. In the event that the decision to dismiss on a disciplinary procedure is in respect of an act or acts of gross misconduct, the National Executive Council shall be entitled to terminate the Contract without any notice.
14. The post is subject to re-election every five years. In the event of the Editor of the Journalist failing to secure re-election, they will be entitled to compensation in line with the terms of the House Agreement.

**All candidates are required to acknowledge, by signing a copy of the document and returning it to the General Secretary, that they accept the above terms and conditions and in the event of them being elected, the said terms and conditions constitute a binding contract between the Union and the elected candidate.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed**: |  | **Date**: |  |
| **Name in BLOCK capitals:** |  |  |  |

 **EDITOR OF THE JOURNALIST ELECTION 2024**

# TIMETABLE, PROCESS AND GUIDELINES

**TIMETABLE**

**Closing date for receipt of completed applications:** Noon, Monday 24th June 2024

**NEC shortlisting:** Friday 28th June 2024

**Journalist August/September edition with members:** Monday 29th July 2024

**Ballot papers to go out:** Monday 15th July 2024

**Closing date for receipt of ballots:** Monday, 12th August 2024

**Ballot result:** Tuesday, 13th August 2024

**NEC endorsement:** Tuesday, 13th August 2024, 2pm

**GUIDELINES FOR APPLICANTS**

**Applications:** By application form together with a five-year contract to be signed by the applicant indicating that they accept the terms and conditions of the post. Failure to sign and return the contract would invalidate the application. It is the applicant’s responsibility to ensure that their membership is in order and that they are in benefit, prior to submitting their application. If you are unsure, contact the membership department at membership@nuj.org.uk.

**Closing date for application form** with the signed contract and election address: received at head office by noon on the date set for close of receipt of applications. The election address is limited to 400 words. The election address, the candidate's photograph, personal details and union posts held will be included with the ballot papers. Applications will be printed as received - errors will not be corrected.

**Shortlisting:** Shortlisting will be carried out by the NEC. Personal information will be taken off the application form by the administration in line with the Union's appointment procedure practice. Only those applicants with valid qualifications and proven experience will be eligible to stand.

If there is only one eligible candidate, the NEC will consider the appointment.

**Election Campaigning:** Hustings/campaigns/publicity will be allowed within the Union's internal structure at chapel and branch meetings and through the Journalist or the NUJ website. All candidates will be given equal space.Branches that wish to host hustings will invite candidates via the contact information provided within the application form.

**Supporters:** Any campaign material produced by any candidate in an election for paid union office shall identify supporters’ membership status by inserting in brackets after each name where appropriate the letters "NM" to signify non-members.

**Emailing Members:** Shortlisted applicants shall be allowed **one** email shot to the NUJ membership, via the NUJ Head office, at the absolute discretion of the Electoral Presiding Officer.

Applicants should provide their pre-prepared material by email, preferably in PDF format, if there are graphics, to personnel@nuj.org.uk allowing 5 working days for processing, before the required date of dispatch.

**Printed Material:** Shortlisted applicants are able to request that their *pre-prepared* election campaign material is posted to the NUJ membership, via NUJ Head office, **at the candidate’s own cost**.

Applicants should provide their material to the Head of Personnel & Administration, allowing 5 working days for processing, before the required date of posting. Payments for such mailings would need to be made in full prior to the date of dispatch.

**Offending Material:** The Union reserves the right not to circulate any material where the Union has been advised that the contents could be actionable or in breach of the Union’s Code of Conduct and Membership Responsibilities.

Candidates must demonstrate a clear understanding of the legal requirements of editing a membership publication.

**Ballot:** A ballot will be conducted independently by Civica. The ballot paper will be accompanied by information consisting of each candidate's photograph, personal details, union offices held and election address. The election address will be printed as set out and submitted by each candidate **(this constitutes the “Published Section” of the application form).**

**Campaign Funding:** The NUJ will provide financial assistance for each candidate up to £500 per candidate, subject to a completed expense form with receipts.

**Ballot Administration:** The internal administration for the election procedure will be carried out by the Head of Personnel & Administration.

**Electoral Presiding Officer:** Carolyn Jones has been appointed the Electoral Presiding Officer.

The electoral constituency for elected official ballots is the whole of the membership in accordance with the Rules.

**Ballot Count:** Each candidate and a guest are able, by prior arrangement with the Head of Personnel & Administration, to attend the ballot count at the offices of Civica.

**EDITOR OF THE JOURNALIST ELECTION 2024**

# APPLICATION FORM

**CONFIDENTIAL**

Please complete this form electronically and return via email.

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **Other names:** |  |
|  |
| **Date of birth:****(Optional)** |  |
|  |  |
| **Address:** |  |
|  |
| **Telephone:** | **Home:**  |  |
| **Work:** |  |
| **Mobile:** |  |
|  |
| **E-mail address:** |  |
|  |  |  |  |
| **Current NUJ Branch:** |  |
|  |

**Please note that your name, branch, pages 10-14 and your election contact details will be published.**

**Please ensure that you check your application carefully for grammar and spelling mistakes, as in order to ensure a fair representation of the information received, these will not be corrected.**

|  |  |
| --- | --- |
| **1.** | **Have you been a member of any other trade union? (Please provide details):** |
|  |  |
| **2.** | **General education, including part-time:** |
|  |  |
| **3.** | **Employment history:** |
|  |  |
| **4.** | **Please state what experience you have in:** |
|  | 1. **Trade union activity:**
 |
|  |  |
| **4.** | 1. **Administration:**
 |
|  |  |

|  |  |
| --- | --- |
| **5.** | **Date of commencement and period of continuous membership of NUJ:** |
|  |  |
| **6.** | **What NUJ offices have you held? (Please provide details) 400-word limit:** |
|  |  |
| **7.** | **Why are you interested in this post?**Section 7 is the candidate’s opportunity to prepare an election address that will be circulated to members with ballot forms, together with a photograph and details of union membership (Sections 5 and 6 above). The election address should not exceed 400 words.  |
|  |  |
|  |  |

Election addresses which exceed 400 words will be cut off after the 400th word. Only the candidate is liable for anything stated in the election address.

|  |
| --- |
| **EQUALITY MONITORING FORM** |
|  |
| 1. **YOUR SEX**
 |
|  |
| **What is your sex?** |
|  |  | Female |  | Male |  | Prefer not to say |
|  |  |
|  | **Is your sex the same as you were registered at birth?** |
|  |  | Yes |  | No |  | Prefer not to say |
|  |
| 1. **SEXUAL ORIENTATION**
 |
|  |  |
|  | **What is your sexual orientation?** |
|  |  | Heterosexual |  | Gay |  | Lesbian |  | Bisexual |  | Asexual |  | Pansexual |
|  |  |
|  |  | Undecided |  | Prefer not to say |
|  | If you prefer to use your own identity, please write in: |
|  |  |
|  |
| 1. **YOUR AGE**
 |
|  |
|  |  | 16-24 |  | 25-29 |  | 30-34 |  | 35-39 |  | 40-44 |  | 45-49 |
|  |
|  |  | 50-54 |  | 55-59 |  | 60-64 |  | 65+ |  | Prefer not to say |
|  |
|  | **DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY** |
|  |
|  |  | Yes |  | No |  | Prefer not to say |
|  |
| 1. **YOUR ETHNICITY**
 |
|  |
|  | **What is your ethnicity?**Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please select the appropriate box |
|  |  |
|  | **Asian or Asian British** |
|  |  | Indian |  | Pakistani |  | Bangladeshi |  | Chinese |  | Prefer not to say |
|  | Any other Asian background, please write in: |
|  |  |
|  |  |
|  | **Black, African, Caribbean, or Black British** |
|  |  | African |  | Caribbean |  | Prefer not to say |
|  | Any other Black, African or Caribbean background, please write in: |
|  |  |
|  |  |
|  | **Mixed or Multiple ethnic groups** |
|  |  | White and Black Caribbean |  | White and Black African |  | White and Asian |  | Prefer not to say |
|  | Any other Mixed or Multiple ethnic background, please write in: |
|  |  |
|  |  |
|  | **White** |
|  |  | English |  | Welsh |  | Scottish |  | Northern Irish |  | Irish |
|  |  |
|  |  | British |  | Gypsy or Irish Traveler |  | Prefer not to say |
|  | Any other White background, please write in: |
|  |  |
|  |  |
|  | **Other ethnic group** |
|  |  | Arab |  | Prefer not to say |
|  | Any other ethnic group, please write in: |
|  |  |

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|  |
| --- |
|  |
| Please provide your preferred contact details so that members are able to contact you during the election period. Please note that these contact details will be published. |
|  |
| **Email:** |  |
| **Phone:** |  |
| **Address:** |  |

**All election candidates shall adhere to the Code of Conduct, details of which are available at www.nuj.org.uk/about/nuj-code**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature of applicant**: |  | **Date**: |  |

**Signing and returning this form will be deemed to be acceptance of the terms and conditions of the post.**

**Please return your:** 1.Signed and dated Application Form

 2. Signed and dated Terms and Conditions

 3. High resolution digital photo, with credit

 4. Signed and dated Privacy Notice

**Via email to:** personnel@nuj.org.uk

If you are having issues returning your application via email, you can return the hard copies to:

 Lorna James

Head of Personnel & Administration

National Union of Journalists

72 Acton Street

London

WC1X 9NB

**To arrive no later than:** Noon, Monday 24th June 2024