

Job Description

Role Title:	Graduate Intern Web Content Editor
School / Dept:	School of Arts, Media and Creative Technology
Reference:	MPF1546
Grade:	Grade 3
Full or Part time:	Full time – Fixed Term Contract 12 months
Hours:	36.25
Reports to:	Director of Media, Film, Journalism, Politics and Contemporary History

Overview

With a diverse population of over 27,000 students, supported by 2,500 staff and a network of 200,000 alumni worldwide, the University of Salford is committed to creating prosperity, advancing healthy living, supporting a sustainable environment, and leading the way in creative and innovative practices.

Our new strategy, 'Innovating to Enrich Lives', frames how we will work as an inclusive community to take our ethos into the next five years and beyond. We will achieve this through fostering a collaborative, inclusive and purposeful culture. Enquiry, learning and action will be at the heart of all that we do.

As a global institution that delivers high-quality education and impactful research, we welcome applications from enthusiastic individuals who want to be part of our academic community.

The School of Arts, Media and Creative Technology is a leading centre for practice-based education in the creative disciplines. Through significant investment in our staff and facilities, we are strengthening our position as a centre of excellence for socially engaged teaching practice and research whose graduates are sought after as content creators and for the innovative application of creative technology, both in the creative industries and across wider sectors of the economy. Our vision is to become a top quartile provider of practice-based education in the creative industries, continuing to advance our standing as a destination of choice for students in the UK and internationally.

Our £55 million New Adelphi flagship building offers top-quality specialist equipment and facilities to suit all creative requirements. We also have a campus at Media City, an international media hub next to prestigious media organisations such as the BBC, ITV, and Dock10, with industry-standard facilities offering a professional environment for our staff and students. The School is organised into three Directorates, currently totalling around 4,800 students: Art, Design, and Creative Technology; Media, Film, Journalism, Politics and History; and Performance, Music, English and Dance.

Journalism at Salford runs exciting practice-based programmes in journalism, public relations and digital communications that fuse practice and theory to produce engaged and motivated students who work collaboratively with a range of other subject areas to express ideas and stories through a real-world learning experience. This has been recently demonstrated with consistent wins at local and national student journalism competitions.

We are now looking for an inspiring Web Content Editor Intern to act as the editor of Salford Now, our public-facing news website and its associated social channels, in 2026/27. This follows a successful year for Salford Now, during which it has reached record audiences and continued to publish a growing weekly newsletter with long-form original journalism about Salford.

You will be joining our team of industry professionals in delivering a fresh and stimulating learning experience to the journalists and public relations specialists of tomorrow.

This is a fast-moving, high-profile media environment. We need you to be creative, energetic and efficient to inspire innovative output.

You will be an excellent team player, communicator and problem solver capable of tackling the complex technical, logistical and creative demands of our programmes. You will be highly organised and hard-working.

This is a full-time position for a 12-month, fixed-term contract, and the starting salary is £26,707 per annum.

We are committed to promoting a truly diverse and inclusive community, a place where we can all be ourselves and achieve success based on our skills and contributions. This means we seek to challenge assumptions and acknowledge systemic biases, as much as we celebrate diverse perspectives and experiences. We offer a range of family friendly, inclusive employment policies, flexible and agile working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds. Our student population is already incredibly diverse and we want to ensure that this is reflected across our colleague profile as well. We particularly encourage applications from women and individuals from minoritized ethnic backgrounds. We also operate a guaranteed interview scheme for job applicants who declare they have a disability and meet the essential criteria of the role they are applying for.

There is a varied benefits package available through 'My Salford' where you can tailor your benefits to suit your own lifestyle – everything from additional annual leave, savings on High Street shopping, travel discounts as well as health and wellbeing support. However you identify, whatever your pathway has been to get here, come and join us at the University of Salford where we are all proud to belong!

Within your cover letter/personal statement, please address how you meet the criteria listed in the person specification below. We anticipate that interviews will take place shortly after the closing date of this advertisement.

Informal enquires about this role can be made to Subject Group Head for Journalism, Sara Hadwin: s.b.hadwin@salford.ac.uk

Role Purpose

This is a unique opportunity for a recent graduate to experience a structured development programme within a key professional / academic area and to kickstart their progression to a role in the career of their choice.

Providing an excellent opportunity for career development, our intern programme aims to give paid experience in a workplace environment at a level commensurate with the intern's abilities, and to equip the individual with the skills and experience to develop their employability skills and succeed in a career either within or beyond the University sector.

The School of Arts, Media and Creative Technology is seeking a content intern who can support projects linked to its commitment to working with industry and the community.

This will primarily include editing, generating content and working with staff and students on Salford Now, the subject area's public-facing website, email newsletter and its associated social channels, on newsdays and periods in between.

In addition, the successful candidate will assist in other duties including induction and open/applicant visit days.

The intern will work under the direction of the Subject Group Head for Journalism and with assigned editors who will act as mentors in the academic team. They will also work alongside the wider academic and technical team at MediaCityUK.

They will be expected to demonstrate high levels of initiative, outstanding time management and organisational skills and be creative, enthusiastic, open and collaborative.

As this is a graduate internship, the purpose of this role is also to provide opportunity for the role holder to learn and develop knowledge and abilities in learning technologies, digital skills and staff development.

Full training will be given to the successful candidate. However, the purpose of the role is to ensure that the successful candidate can work independently with minimum supervision, and with the confidence to ensure a safe working environment, where projects are delivered successfully and meeting agreed deadlines. Through these activities, they will gain work experience and benefit from guidance, support and training from the team members, learning from their experience and knowledge.

The intern will have a specified work programme, key objectives and performance targets. The intern will be expected to make progress against these targets and further objectives that will be agreed as the placement develops.

Principal Duties & Responsibilities

- Provide efficient, effective, professional support and content creation for the public-facing Salford Now and associated platforms.
- Work effectively within a multi-skilled team environment, providing support to colleagues, staff and students.
- Gain experience, develop key skills and build clear organisational understanding with a responsibility for undertaking specific project work or operational work for Journalism subject area.
- Develop a thorough understanding and awareness of the subject area's objectives, goals and challenges.
- Take responsibility and specific ownership of the projects and tasks assigned to them to ensure successful and accurate completion to agreed deadlines.
- Collaborate with managers and other colleagues to analyse, identify and implement systems and process improvements.
- Maintain and adhere to operational procedures at MediaCityUK and liaise as necessary with the Subject Group Head for Journalism, to solve issues to ensure an effective customer-driven service.
- Under the direction of the wider academic team, demonstrate the correct methods and techniques for a range of specialist software and equipment relating to the subject area, to both staff and students, either on a one-to-one ad-hoc basis, or within scheduled groups.
- Work on own initiative to meet competing demands and to resolve problems, seeking advice from the Subject Group Head for Journalism and/or other staff as appropriate.
- Take opportunities to work on other activities, dependent upon the service need and the intern's own preference and career direction. In all these instances the role holder will work as an assistant to member/members of the team.
- Demonstrate commitment to continuous personal and professional development through actively participating in development events.
- Deliver a high quality, frontline professional service for visitors, referring more complex enquiries to colleagues as required.

Generic Duties

- Perform any other duties appropriate to the grade as may be required by the Subject Group Head of Journalism
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person specification follows on next page

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D)

Qualifications

1. Recently achieved an undergraduate or postgraduate degree in Journalism or a related subject area at the University of Salford (E)

Background and Experience

2. Recent experience of being a student at undergraduate or postgraduate level at the University of Salford (E)
3. Experience of online journalism in an editorial capacity, including contemporary industry workflows (E)
4. Experience of video journalism including for social media platforms (E)
5. Experience of video and audio editing (E)
6. A strong record of academic achievement (E)
7. Proven work experience either voluntary or paid (E)

Knowledge

8. The editorial aspects of a content management system for journalism, including writing, subbing, headline writing, SEO and audio/video skills (E)
9. Legal, regulatory and ethical standards in journalism (E)
10. The news agenda in Salford and important local newsmakers and organisations (E)
11. Software relevant to video and audio journalism and production (E)
12. Health & Safety policies and procedures in relation to safe working practices within the relevant subject areas (D)

Skills and Competencies

13. Excellent verbal and written communication skills (E)

14. Ability to work effectively as a member of a team (E)

15. Attention to detail in the production of high-quality journalism work (E)

16. Ability to prioritise workload effectively and to meet agreed timescales (E)