Job Description
Online Editor

JOB TITLE: Online Editor
PAY: £14.50 per hour
HOURS: 37.5 (full time)
REPORTS TO: Director of Digital & Communications

About CHAOS

CHAOS Radio is one of Cornwall's leading community radio stations, providing local news, music, entertainment and community-focused content. CHAOS News delivers trusted, engaging digital journalism that connects communities across Cornwall through online news, video and social media content.

About the Role

Based within the CHAOS Digital team at Portloe, we are looking for a creative, energetic and highly organised **Online Editor** to lead the planning, creation and coordination of engaging digital content across our online platforms.

This is an exciting opportunity for someone with a passion for storytelling, social media and local news to help grow our digital presence and connect with audiences across Cornwall. The successful candidate will play a key role in developing content for social media, websites, video platforms and other digital channels, ensuring our stories reach wider audiences and drive meaningful engagement.

Overseen by our Senior Producer and Assistant Editor and working closely with journalists, contributors and commercial partners, the Online Editor will help shape how CHAOS content is presented online while supporting commercial projects and campaigns where required.

Key Responsibilities

- Plan, create and coordinate content across social media, web and video platforms.
- Manage and maintain the online presence of **CHAOS Radio**, **CHAOS News** and **commercial clients**.
- Develop and execute content strategies to increase audience engagement, followers, reach and brand awareness.
- Monitor platform performance and identify opportunities to improve audience growth and engagement.
- Create compelling written and visual content tailored to different channels.
- Produce and publish news stories, features, interviews and multimedia content.
- Work closely with producers, reporters and contributors to identify and promote engaging content opportunities.
- Present content confidently on camera and contribute to audio content when required.
- Support the delivery of commercial and sponsored content projects.
- Ensure all content aligns with brand guidelines, editorial standards and organisational objectives.
- Stay up to date with emerging digital trends, social media developments and audience behaviours.

Essential Skills and Experience

- Experience in a similar digital content, online editor, social media or communications role.
- Excellent knowledge of social media platforms, content creation tools and current digital trends.
- Strong design skills with experience creating engaging graphics and multimedia content.
- Excellent copywriting, editing and proofreading abilities.
- Energetic, proactive and able to thrive in a fast-paced environment.
- Strong organisational skills and excellent time management.

- Ability to manage multiple projects and deadlines simultaneously.
- Confident communicator with excellent interpersonal and people skills.
- Comfortable appearing on camera and contributing on microphone or radio broadcasts.
- A genuine interest in local news, current affairs and community issues across Cornwall.
- Full UK driving licence and access to your own transport.

Desirable Skills and Experience

- Experience using Adobe Creative Suite, Canva or similar design platforms.
- Experience filming and editing video content for social media and online platforms.
- Knowledge of analytics tools and audience measurement platforms.
- Experience working within media, broadcasting or journalism

The Right Candidate

We're looking for someone who is creative, motivated and passionate about telling stories that matter to local communities. You will be equally comfortable planning strategic content campaigns, interviewing people at community events, presenting online content, and analysing engagement data to improve performance.

Most importantly, you'll be excited about helping **CHAOS Radio and CHAOS News** grow their audiences, strengthen community engagement, and expand their reach across Cornwall.

Key Success Measures

- Growth in social media followers and online audiences.
- Increased engagement across digital platforms.
- Growth in website traffic and content reach.
- Successful delivery of multimedia and commercial content projects.
- Enhanced awareness and visibility of CHAOS Radio and CHAOS News across Cornwall.

This role offers the opportunity to become a key member of a growing media team dedicated to informing, entertaining and connecting communities throughout Cornwall.