



# The Commonwealth

## TERMS OF REFERENCE

**Post Title:** Consultancy to provide editorial support for YourCommonwealth.org

**Project Location:** Home-based

**Project Duration:** twelve (12) months

**Fee:** £13,440

**Closing date:** N/A

### **Background**

The website [YourCommonwealth.org](http://YourCommonwealth.org) was established by the Youth Division of the Commonwealth Secretariat in 2010, and provides a conduit for the dissemination of information to, and a platform for the opinions of, young people throughout the Commonwealth. It attracts over 6,000 unique visitors a month.

### **Objectives of the Consultancy**

To assist in the development of building a strong community or following for the Your Commonwealth website, including editorial management and development of the network of young Commonwealth Correspondents.

### **Budget**

The total cost for the consultancy will be £13,440, at a rate of £1120.00 at the end of each calendar month. The Secretariat will not be responsible for any tax or other levies which may be incurred on the fees including any tax or other duties levied on the funds in either your home country or country of assignment. The Secretariat will not reimburse any costs additional to the amount as set out in this arrangement.

### **Duration and timeframe**

The work is to be undertaken over the period of twelve (12) months from the start of the contract.

### **Deliverables and Timelines**

The consultancy will provide the following deliverables to Youth Division:

1. Managing the Commonwealth Correspondents network.
  - a. First point of contact for enquiries from young people of the 53 countries of the Commonwealth who wish to join the Correspondents network.



- b. Respond to enquiries with information about the network and application criteria, as well as other ways to benefit from the work of Commonwealth Youth Programme.
- c. Seek out and review written examples of applicants' work; subsequently assess whether each applicant has demonstrated sufficient aptitude to join the Commonwealth Correspondents network and become a contributor to Your Commonwealth.
- d. Maintain a spreadsheet database of contact and other information for the Commonwealth Correspondents, including numerical records of the number of articles published by each contributor.
- e. Update the Commonwealth Correspondents profile webpage on the Your Commonwealth site so that all new contributors are represented.
- f. Provide feedback, advice, support and encouragement to Commonwealth Correspondents.
- g. Author or approve media accreditation applications for Commonwealth Correspondents who seek to report on a meeting or event for Your Commonwealth.
- h. Provide written references for Commonwealth Correspondents, on request.
- i. Identify opportunities to further expand the Commonwealth Correspondents network and attract new recruits, in collaboration with the Youth Division of Commonwealth Secretariat.
- j. Identify opportunities for capacity-building and training of the Commonwealth Correspondents network, in collaboration with the Youth Division of Commonwealth Secretariat.

## 2. Editorial support for YourCommonwealth.org

- a. Commission, review and edit articles and multimedia content from Commonwealth Correspondents and other contributors.
- b. Ensure the maintenance of high standards of accuracy, fairness and balance in the editorial and multimedia content appearing on Your Commonwealth.
- c. Ensure that the spread of editorial and multimedia content covers key topic areas identified by the Commonwealth Youth Programme.
- d. Ensure that editorial and multimedia content appearing on Your Commonwealth is consistent with the Code of Conduct and Editorial Policy and Commonwealth values of respect and understanding
- e. Oversee and contribute to the development of the website's Editorial Policy and Advice and Tips webpages.
- f. Ensure that editorial and multimedia content appearing on the website is in no way defamatory.
- g. Upload articles and multimedia content to Your Commonwealth using the site's Content Management System, ensuring that posted are filed, tagged and labelled correctly and appear on the homepage.
- h. Sub-edit and proofread all articles appearing on the site.



- i. Identify opportunities for content published on Your Commonwealth to be syndicated in other media outlets.

## **Qualifications and competencies of the consultant**

The consultant should have:

- a. Extensive work experience in editing and proofreading content.
- b. Strong knowledge of the Word Press online Content Management System.
- c. Demonstrated experience in media and stakeholder engagement.
- d. Strong knowledge of journalistic best practice and ethics.
- e. Demonstrated understanding of the Commonwealth's fundamental values and principles as outlined in the Commonwealth Charter.
- f. Strong interpersonal skills and experience working with young (aspiring) journalists.