ALPSP Alert and Policy Bulletin editor

Job description: October 2021
Reporting to: Member Engagement & Training Manager

Alert

Purpose
- This is a monthly email newsletter for ALPSP members only. Circulation as of October 2021: 2173.
- The purpose of the newsletter is to provide a round-up of important news items that may affect ALPSP members.
- The editor’s aim is to communicate the news items in the most efficient manner

Duties
1. To scour news sources, blog sites, company websites and other sources to discover news items.
2. To identify suitable items for inclusion in the newsletter
3. To summarise the news items
4. To collect items and present them in a coherent order
5. To avoid bias and partisan viewpoints and ensure objective reporting
6. To ensure that global issues – where relevant – are included
7. To create the newsletter in the relevant software for sending (e.g., Mailchimp)
8. Liaise with Marketing Specialist and CEO over ALPSP content for the newsletter publication and related social media comms

Skills
The editor needs to be able to:
1. Understand the varied interests and needs of the membership and – so far as possible – ensure the newsletter provides for these
2. Identify suitable items for inclusion (and to discard those outside the scope)
3. Ensure coverage is of interest to the varied membership of ALPSP and adjust the newsletter focus as required (e.g., following industry trends)
4. Summarise and write succinctly, capturing the key information
5. Show good judgement in avoiding bias and retaining objectivity

Policy Bulletin

Purpose
- This is a quarterly email bulletin for ALPSP members (Circulation as of October 2021: 595)
- The bulletin’s objective is to ensure members are informed of major legislative and policy changes that may affect their business
- The bulletin is influenced and related to the work of the Copyright Committee
- Content for the bulletin is normally agreed and gathered during/after each Committee meeting
- Members of the committee write the pieces which are then collated by the Editor.
- The Editor may need to provide copy for some items within the bulletin.
Duties

- Attend Copyright Committee meetings
- Work with the Copyright Committee to identify topics for each bulletin
- Identify the relevant author for each piece (normally members of the committee)
- Set the schedule, chase the promised copy
- Edit the supplied copy as required for house style
- Set up in the relevant software for sending (e.g., Mailchimp)
- Liaise with Marketing Specialist and CEO over ALPSP content for the newsletter, publication and related social media comms.

Skills

- Awareness of policy and legislative issues – although this is guided by the committee
- Editing skills
- Ensuring the bulletin avoids bias and retains objectivity
- Familiarity with Mailchimp or similar email newsletter platform

Additional Duties

Attend quarterly meetings of the Committee Chairs

Note: There is no administrative support for this role.