



Candidate brief for the position of  
**DIRECTOR, REUTERS INSTITUTE FOR THE STUDY OF JOURNALISM**  
**University of Oxford**

December 2024



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## University of Oxford

The Reuters Institute for the Study of Journalism is dedicated to exploring the future of journalism worldwide through debate, engagement, and research.

### Our mission

We believe in the value of independent journalism, the power of news, and the importance of an informed public. We are committed to the timeless journalistic aspiration of seeking truth and reporting it, as well as the ongoing work of remaking the profession and the organisations that enable it. Our focus is on journalism, the media industry, and the public that they serve.

By connecting practice and research, by facilitating global exchange, and by driving conversations around the future of news, we work to ensure that journalists, editors, and media executives face the opportunities and challenges of a changing media environment from a position of strength. Our goal is to help them build a better and more sustainable journalism for tomorrow.

### Our activities

The Institute hosts journalists from all over the world, connects them with professional peers and leading academics from a wide range of different fields, and facilitates the exchange of ideas by taking part in public debates, by hosting conversations, and by publishing new and interesting work.

Our activities include:

- Our [Journalist Fellowship Programme](#), which brings high calibre mid-career practising journalists to Oxford and offers them a period of reflection and an opportunity to carry out a piece of relevant in-depth research, away from the pressure of tight deadlines.
- Our [leadership programmes](#), which gather editors, executives, and journalists in leadership roles in small, intimate, off-the-record settings to engage with each other, exchange best practices and lessons learned, and benefit from current research relevant to the challenges they face.
- Our [research programmes](#), which provide timely, accessible, and evidence-based independent analysis of issues facing journalism and news media around the world, and include our own series of RISJ publications, as well as more specialised academic articles and book-length treatments of important topics.

### The next Director

Under the current Director's leadership, the RISJ has experienced a transformative period of development and successfully established itself as a trusted voice in the debates on journalism in the wider worlds of academia, media and policy.



The Institute's activities are based on a wide ranging and far-reaching profile of externally funded research projects, well-established programmes for working journalists and an increasingly impactful newsroom leadership portfolio.

The next Director will need to have the strategic vision, academic credentials and public engagement skills to sustain this momentum and ensure that, in a period of intensifying challenges to journalism and media, the RISJ continues to thrive and to inform crucial wider debates about the role and practice of journalism in the 21<sup>st</sup> century and to harness global philanthropic support for research and education in this field.



## The role

<b>Post</b>	Director, Reuters Institute for the Study of Journalism (RISJ)
<b>Department</b>	Department of Politics and International Relations (DPIR)
<b>Division</b>	Social Sciences
<b>College</b>	Non-stipendiary Fellowship at Green Templeton College
<b>Contract type</b>	Three-year fixed term (but may be renewable)
<b>Salary</b>	Competitive salary
<b>Report to</b>	Head of Department

### Overview of the post

The Department of Politics and International Relations, University of Oxford, proposes to appoint a Director to the Reuters Institute for the Study of Journalism (RISJ) at the University of Oxford. The Director will play a major role in continuing to shape and develop the RISJ with the support of the Thomson Reuters Foundation.

The post will be for three years and is fixed-term, but may be renewable. Applicants are invited who have both, a successful research and academic background and those with more of a practitioner background, or a background in project administration and development. The Institute may also consider some flexibility in the contracted hours.

The Institute’s purposes, as set out in its constitution, are:

- To act as the focus within the University for the study of the role of journalism in modern societies around the world.
- To consider the ethical basis, the practice and the development of journalism, and its public policy implications.
- To pursue impartial scholarship of the highest standard in the study of journalism as it is practised on all news media platforms at an international, national, and local level.
- To offer an academic analysis of long-term issues, but also to respond in a timely way to the emerging agenda created by the media in their daily operations.
- To sustain and promote the Journalism Fellowship Programme for visiting journalists.
- To provide an independent forum for exchanges between practitioners and analysts of journalism, and all those affected by it.



The Institute was established in 2006, with core funding from the Thomson Reuters Foundation to bring to the University, the study of journalism and its relationship to matters of public policy, politics and wider social and cultural trends. The Institute is an integral part of the Department of Politics and International Relations, and is based at 13 Norham Gardens, Oxford. The post will be associated with a non-stipendiary Fellowship at Green Templeton College.

The position requires a person with energy, strategic vision and judgement to provide academic and institutional leadership as well as to inform crucial wider debates about the role and practice of journalism in the 21<sup>st</sup> century. The Director is expected to contribute to the research and/or publications of the Institute; the primary responsibility of the role is to sustain its activities and to develop the Institute as a centre with a reputation in both academic and journalistic circles globally.

They will have the standing to engage with the wider academic community as well as with the world of journalism, nationally and internationally; with the global media business; and with governments and public policy institutions. The post-holder will be actively involved in the recruitment and oversight of Institute staff, and the management of the Journalist Fellowship Programme. They will be responsible for the development and implementation of a strategic plan for the Institute to address short and long-term research strategy, public events and seminars, financial management and fundraising priorities. The post-holder will be a member of the Department of Politics and International Relations.

### **Duties of the post**

The main duties of the Director are:

- To work closely with the Steering Committee to review and implement a strategic plan, for approval by the Steering Committee and confirmed by the Department's General Purposes Committee, which sets out the Institute's academic and publication aims, its range of activities, communications and promotional aims and approaches, and its forms of engagement with the professional world of journalism.
- To engage with journalistic communities in order to reflect, curate, contribute to and, where appropriate, lead debates and thinking about the practice of journalism in the 21<sup>st</sup> century.
- To keep under review, and where appropriate renew, the ways in which the work of the Institute is distributed and amplified – especially with practising journalists in mind.
- To take the lead in managing relationships with the Institute's key stakeholders and external funders, including the core funder, the Thomson Reuters Foundation.
- To represent the Institute nationally and internationally across the range of its activities.
- To stimulate and coordinate the Institute's academic and wider research programme in order to ensure that its members develop and maintain an international research profile.
- To lead, engage and produce world-leading research.
- To support the Institute's members in submitting proposals of a high standard for research grants from the relevant funding bodies, and by doing so to generate significant research income in support of the Institute's research programme.



- To regularly disseminate research findings through presentations at high-profile conferences, publications, and articles in prestigious journals.
- In collaboration with the Director of Journalist Programmes, lead the development of the Journalist Fellowship Programme as an integral part of the Institute, and to work with the Director of Journalist Programmes to ensure the proper supervision of the projects undertaken by the visiting Journalist Fellows.
- To work closely with the other senior management team (Director of Research; Director of Journalist Programmes; Director of Leadership Development, Head of Editorial and Director of Operations) who report to the Director. The Director will work with the senior team to review and implement an agreed strategy that fuses the perspectives of both academic and journalistic practice in a productive collaboration.
- In collaboration with the Director of Research, lead the development of pioneering approaches/methodologies and/or research challenges, and open up new avenues of research to extend intellectual understanding.
- To maintain and further develop the relationship with the Department of Politics and International Relations, of which it is part, and to develop relationships with other departments and centres in the University.
- To work with colleagues in sustaining and developing the programme of events in Oxford and beyond.
- To be responsible for the overall financial management of the Institute and to take the lead in raising funds (in addition to core funding) for running costs, for the support and endowment of posts, for research projects and for the development and expansion of the Institute's objectives.
- To organise and coordinate the activities of the staff of the Institute, and to play a substantial role in the recruitment process and performance reviews, as necessary.

The Director is expected to be present at the Institute during University terms and vacations to ensure its effective ongoing management and direction.

This job description is intended as a guideline and it is recognised that the precise nature of the work and responsibilities of the Director may vary from time to time in accordance with the needs of the Institute, the numbers of staff, and the particular skills and interests of the Director.



## Selection criteria

Your application will be judged only against the criteria which are set out below. You should ensure that your application shows clearly how your skills and experience meet these criteria.

The University is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. There will be both female and male committee members wherever possible.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account, recognising that the quantity of your research and/or professional achievements may be reduced as a result.

### Essential criteria

- A first degree and/or doctorate in a relevant subject.
- A world-leading research track record in the practice and development of journalism and its public policy implications, an ability to add to the research reputation of the Department and the University; and/or an understanding of and/or experience of practising journalism to the highest standards and of having contributed to the debate about the issues facing the news media in the 21<sup>st</sup> century.
- An ability to communicate effectively with journalistic practitioners as well as the academic community.
- An ability to build and foster connections within the University and with the Department of Politics and International Relations.
- A commitment to being the custodian of RISJ's values tethered in the Reuters [trust principles](#) and the University's principles of [governance](#).
- A commitment to RISJ and the University's [code of practice](#) on academic integrity in research with an understanding of and/or experience in research work.
- Fundraising skills, including the identification and development of potential funders.
- Leadership experience and experience of budget management.
- Proven managerial skills and experience to develop, plan and implement the Institute's strategic aims in consultation with the Steering Committee.
- An ability to lead the team at the RISJ and take independent charge and responsibility for RISJ's progress and growth.
- First-rate oral and written communication skills, enabling the post holder to represent the RISJ at both national and international level, communicating its work and purposes effectively to journalists and other stakeholders and audiences through a range of media (including social media), and representing complex ideas in clear and readable language.
- To have an international outlook.



## Desirable criteria

- Previous experience of, and a successful track record in, high-level financial and employee management and, preferably, experience in governance and administration in a large and complex organisation.
- Knowledge and understanding of different academic approaches and disciplines in the social sciences.
- Knowledge and understanding of different journalistic approaches, techniques, and cultures.
- Knowledge and understanding of the digital technologies affecting the practice of journalism as well as the business and regulation of news.
- Excellent IT skills, including Microsoft Office (Word, Excel, PowerPoint), email, and social media.
- Proficiency in languages other than English.





## How to Apply

**Closing date for applications:** Friday 17<sup>th</sup> January 2025 5pm

The preferred method of application is online at [www.berwickpartners.co.uk/92514](http://www.berwickpartners.co.uk/92514)

If you are unable to apply online please email your application to [response.manager@berwickpartners.co.uk](mailto:response.manager@berwickpartners.co.uk)

All applications will receive an automated response.

All candidates are also requested to complete an online Equal Opportunities Monitoring Form which will be found at the end of the application process.

For **detailed information** on how we process your personal data, please review our privacy policy on our website <https://berwickpartners.co.uk/privacy-and-cookie-policy/>

In line with GDPR, we ask that you **do NOT send us** any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

If you have any queries or would like more information in regard to this document, please contact:

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