

## The Role

The Felix Editor (also known as the Editor-in-Chief) is the most senior member of Felix newspaper, and is responsible for all aspects of the paper's operation, including print, digital and social media presence. Under normal circumstances, the Editor will be expected to produce one issue per week for every week of term time during the Imperial College academic year. The Editor will be supported in their role by student volunteers, who in turn will be encouraged by the Editor to use their time at the paper to develop skills associated with the newspaper. They will begin their role in mid-July, in line with the Officer Trustees, and will finish their role on July 31st the following year. They may hold the role for a maximum of two years, and must re-apply for the role between their first and second year if they wish to do so.

## Selection Overview

The Felix Editor will be selected each year, based on a holistic assessment by the panel that they are suitable for the role. They will demonstrate a keen interest in Felix and wider student journalism, show a basic knowledge of current affairs, display an appropriate standard of written communication and display interpersonal tact.

## Eligibility

Candidates must be a Full Member of the Union at the beginning of the application process. Candidates who are in a sabbatical officer position are eligible to apply only if they have held a sabbatical role for less than one academic year..

## The Panel

The selection panel will be comprised of a mixture of students, Union staff and College staff. The selection panel will normally consist of the following:

- 1) **Imperial College Union: Director of Membership Services (Panel Lead)**
- 2) Imperial College Union: Student Trustee (not an Officer Trustee)
- 3) Imperial College Union: Council Chair
- 4) Imperial College Union: Outgoing Felix Editor<sup>1</sup>
- 5) Imperial College London: College Communications Team representative

## The Process

The process will be comprised of three stages:

1. Application and shortlisting
2. Interviewing and assessment
3. Ratification

### Stage 1: Application

Candidates who wish to apply will be able to do so through submitting:

- a) Their CV
- b) Supporting written information

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<sup>1</sup> If the Felix editor is re-applying, their position on the panel should be replaced by the Chair of the Felix CSP

Part (b) above will require applicants to write answers to three questions designed to assess their knowledge of and interest in current affairs relevant to students at Imperial College. These questions will cover three themes:

- i. Imperial College Union *specifically*
- ii. Imperial College London *as a whole*
- iii. The United Kingdom Higher Education Sector

Submissions should be no more than 200 words for each section.

The applications will then be reviewed by **all members** of the panel for shortlisting.

## **Stage 2: Interviewing and Assessment**

### Pre-Interview

Shortlisted candidates will be required to submit a short mock article in advance of the interview. The whole panel is required to create a short selection of invented scenarios for the candidates to write about, providing information useful to each point. This stage would assess candidates’:

- Writing ability
- Ability to prioritise and sort information
- Ability to relay information into a good story

These submissions would be assessed only by the panel members representing Felix and the College Communications team.

### Interview

Upon arrival for interview, candidates would be provided with a short, written piece on a pre-selected range of topics. This piece will be filled with errors (grammatical, factual, spelling etc.). Candidates would be required to proof-read the piece, amending and improving where appropriate. This is to assess the candidates’ copywriting and editing abilities, as well as their ability to provide useful feedback. Panel members representing Felix and the College Communications team would assess a candidate’s success in this task.

The interview itself will normally be conducted by the Director of Membership Services, a Student Trustee, and Council Chair. The following areas of interest are suggested:

- Managing and motivating volunteers
- Managing relationships
- Professional skills
- Current affairs relevant to Imperial College Students

### Post-Interview

The **whole panel** will convene after the interview and prepare a short summary of each candidate, determining which candidates are appointable. Of these candidates, the panel will determine the best candidate. This candidate will progress to the ratification stage.

### **Stage 3: Ratification**

The final candidate selected will be presented to Union Council, along with a summary of their candidacy. Union Council will then decide whether to ratify the candidate. If the candidate is ratified, they will be announced as the new Felix Editor. If the candidate is not ratified, the next most suitable candidate shall be presented.

If there are no appointable candidates, or if Union Council believes that none of the presented candidates are suitable, then the appointment process shall be re-opened.

### **Skills Assessed**

- Written Communication
- Verbal Communication
- People management
- Personal management
- Interest and knowledge in student affairs
- Editing ability
- Stakeholder management