

# Job Description



<b>Job title</b>	<b>Community Radio Station Manager</b>
<b>Salary</b>	£17,875 per annum actual
<b>Hours</b>	Part-Time, 25 hours (2 Year Fixed Term)
<b>Location</b>	Purbeck Coast FM Studios, Marine Villas
<b>Accountable to</b>	Chief Executive Officer

## Introduction

The aim of Swanage Pier Trust is to preserve and maintain the national award-winning grade II listed Pier at the gateway to the Jurassic Coast World Heritage Site, for the benefit of visitors and the local community.

In 2013, plans were underway for renovating the Pier and regenerating the site to provide the historic structure with a sustainable future. In order to achieve sustainability in the long term, one of the key components is gaining greater involvement and support from the community. Part of this involves identifying a range of different activities which encourage people of all ages to take part.

Swanage Pier Trust began developing the concept of a Swanage Pier Community Radio Station in 2014. The aim is to act as a community hub, offering signposting services for community groups, charities and organisations. With a blend of interesting chat, local news, stories and events and a mix of music from the 70s, 80s, 90s and today, the station will help promote the amazing opportunities around the locality and attract a brand new (all year) audience.

Swanage Pier Trust was awarded an FM licence for Purbeck Coast FM in 2018. Commencing in 2019, the station will stream online and broadcast 24 hours a day, 7 days a week.

## Purpose of Role

The main purpose of this post is to provide Station Management for Purbeck Coast FM, a community radio station created and developed by Swanage Pier Trust for the community.

This exciting role requires key skills, knowledge and training in radio broadcast management, an ability to coordinate and teach volunteers and a clear understanding of the licencing rules and regulations.

This is a demanding role with an emphasis on professionalism, creativity and attention to detail. The postholder will enjoy all aspects of community radio broadcast and administration, work well under pressure and be prepared to apply a high level of flexibility to working patterns.

This post is funded by the Big Lottery Fund, initially for 2 years.

## Key Tasks

- Plan, coordinate and manage all, day to day, station programming and scheduling
- Co-ordinate programming content and supervise broadcast
- Ensure all technical support and backup measures are in place
- Ensure all necessary licenses, broadcast or otherwise, are in place, monitored and maintained
- Develop, deliver and maintain ongoing funding opportunities including radio sponsorship, advertising and special events (*subject to Ofcom guidelines*)
- Identify and develop volunteer opportunities and role descriptions to support the station's operations and future needs
- In collaboration with Swanage Pier Trust, operate a formal recruitment and induction process for volunteers, to include: Risk assessments, DBS checks, references, assessing needs, roles and opportunities
- Ensure volunteer policies, procedures and station rules, are regularly reviewed and updated, and that volunteers are monitored and receive regular support and training
- Develop and produce a volunteer manual to include all aspects of the station's operations, technical guidance and policy overview information
- Carry out regular volunteer recruitment sessions and training to meet the needs of Purbeck Coast FM, technical or otherwise.
- Promote volunteering opportunities through advertising in the press, through the website, broadcasting, social media, partners and recruitment at events
- Ensure that volunteers are appropriately trained to fulfil their roles
- Train and support a team of Volunteer Leaders who can support the station's development and operations into the future
- Co-ordinate volunteer rotas, ensuring volunteers are trained to a high standard of competence
- Liaise with external partner organisations and facilitate partnership input
- Develop, deliver and maintain a programme of on-going training for schools and young people
- Support young people, local groups, educational providers and charitable organisations to develop and deliver their own programmes
- Support the development of new activities in response to volunteer feedback, such as out of school clubs and a Saturday 'Take-Over' Club

## Management

- Develop a management strategy for Purbeck Coast FM including a publicity/marketing plan
- Create a volunteer development plan and strategy

- Monitor and manage the station budget in collaboration with the CEO
- Produce a monthly written report on activities pertaining to the role
- Meet with the Trust Chief Executive on a regular basis in order to review, amend and develop the overall Community Radio strategy
- Meet, inform and update the Swanage Pier Trust Community Radio management committee
- Deliver effective communication methods to ensure volunteers and staff are well informed.
- Ensure the Swanage Pier Trust policies including confidentiality, data protection and equal opportunities are upheld in all aspects of the work
- Adopt a flexible approach to working hours and be prepared to cover evenings, weekends and bank holidays.
- Undergo a DBS/CRB (Criminal Records Bureau) check

In addition to the duties and responsibilities listed above, the post holder is required to perform other relevant duties as may be assigned from time-to-time by the Chief Executive Officer.

This job description is subject to review to ensure that it truly reflects the strategic direction requirements of the Swanage Pier Trust.

## Person specification

<b>Job title</b>	<b>Community Radio Station Manager</b>	<b>Essential/Desirable Criteria</b>
<b>Education/Training</b>		
Educated to degree level and/or relevant recognised qualification		<b>Desirable</b>
Good level of general education with qualification passes in English and Maths		<b>Essential</b>
Willingness to undertake training and continuing development		<b>Essential</b>
<b>Experience</b>		
A minimum of 2 years' general and technical radio broadcast experience		<b>Essential</b>
Experience of radio program planning and scheduling		<b>Essential</b>
Experience of radio broadcast licencing and regulations including Ofcom etc.		<b>Essential</b>
Experience of report writing and administration		<b>Essential</b>
Experience of managing and/or training staff/volunteers		<b>Desirable</b>
Experience of using Myriad broadcast software		<b>Desirable</b>
<b>Skills &amp; Knowledge</b>		
Ability to work on all aspects of community radio broadcast including, production, presenting and technical programming		<b>Essential</b>
Excellent communication skills with an ability to motivate and encourage others incl. volunteers, staff, trustees and visitors		<b>Essential</b>
Ability to develop and create a positive professional brand identity for the station		<b>Essential</b>
Ability to develop funding opportunities, liaise with sponsors or potential advertisers and manage expectation accordingly		<b>Essential</b>
Ability to plan, prioritise and work well under pressure		<b>Essential</b>
Ability to work on own initiative and as part of a team, be highly organised and manage time effectively		<b>Essential</b>
Ability to adopt a flexible approach to working patterns, working some alternative or additional hours if required		<b>Essential</b>
<b>Other requirements</b>		
Excellent attention to detail and record-keeping skills		<b>Essential</b>
A friendly helpful manner and a 'can do' attitude		<b>Essential</b>
To be committed to the principles of confidentiality, data protection and equal opportunities		<b>Essential</b>

**NB your application will be measured against this person specification**

**Please print off the application form and return it to us**

by email to; [gm@swanagepiertrust.com](mailto:gm@swanagepiertrust.com) and/or by post to the following address;

For the attention of The Chief Executive, Swanage Pier Trust, Pier Approach, Swanage,  
Dorset BH19 2AW

For further enquiries please call us on: 01929 425866