



Job Description

Job Title	Community Radio Journalism Coordinator
Salary	£18,270 pro rata per annum + 5% contributory pension
Reporting to	Wythenshawe FM Project Manager
Terms	2 days (15 hours) per week 1 year fixed term contract

Background information & main purpose of the job

Radio Regen is a leading community radio development charity which uses community radio to promote urban regeneration and community/personal development, and which set up the pioneering full-time Wythenshawe FM (WFM) community station in 2002.

WFM broadcasts to the disadvantaged area of Wythenshawe in South Manchester, and engages approximately one hundred local people as regular volunteer presenters. The station's output covers a huge range of subjects of interest to the community, but its factual speech radio is still under-developed – a fact that led to the bid to The Scott Trust Foundation which is funding this post.

The aim of this project is to establish the sustainable provision of broadcast journalism at Wythenshawe FM, and ultimately to export this good practice to other community radio stations in the UK.

The Community Radio Journalism Coordinator will recruit and train volunteers in key journalistic skills, and establish a volunteer Editorial Group to create speech output for the station. Volunteers will be enabled to recognise raw material for broadcast and supported in transforming these ideas into finished output. Wythenshawe is an area rich in talent and material for discussion, and the speech output produced could range from 'down the line' interviews with celebrities and phone ins for local councillors, to local news round-ups or even heavyweight current affairs investigations.

It is hoped that this project will both lead to the personal development of its participants – drawn from a highly deprived area - and raise the awareness of the station's listeners about local issues, thus increasing the participation of Wythenshawe residents in local affairs and in the decision-making processes that affect them.

With its location in Wythenshawe and at a community radio station, The Community Radio Journalism Coordinator post is not a straightforward media job. Community radio overall is probably only 10% radio and 90% community. Whilst this particular job does have more of a focus on media, in order for the project to succeed, the post-holder will need to be able to mix their media skill set with an understanding of the station's mission to tackle disadvantage.

This is a unique opportunity for a talented individual with a background in broadcasting and an aptitude for supporting others to enable the production of good – possibly innovative - factual speech radio.

Key tasks

1. To work with the Wythenshawe FM Administrator to recruit volunteers to participate in the project, with a particular focus on people from disadvantaged backgrounds
2. To assess existing training materials and develop new training modules as required
3. To deliver training to volunteers in key journalistic skills
4. To enable volunteers to develop key skills and confidence
5. To establish a volunteer Editorial Group generating factual speech output for broadcast on Wythenshawe FM
6. To work with other station staff and Wythenshawe FM's existing volunteers to place the speech output in the station's schedule
7. To work with the Editorial Group to archive the speech output of the station, with the aim of creating an online digital archive
8. To support individual station volunteers in developing the speech radio content of their shows
9. To explore the accreditation of the training provision, in partnership with Radio Regen's training team
10. To collate and disseminate good practice to other community radio stations in the UK e.g. by contributing material to the Community Radio Toolkit website hosted by Radio Regen
11. To produce reports as required e.g. for Radio Regen's Trustees and The Scott Trust Foundation
12. To undertake other tasks as required

Person Specification

A = assessed by application
I = assessed by interview

	Essential	Desirable	A/I
QUALIFICATIONS			
1.	A good general level of education	Education to degree level or equivalent	A
2.		A relevant journalism and/or radio qualification	A
3.		A relevant training qualification	A
SKILLS/KNOWLEDGE			
4.	An understanding of the research, balance and accuracy required to deliver factual speech radio		A/I
5.	An understanding of 'journalism' in the community radio context		A/I
6.	An understanding of the issues that affect disadvantaged areas		A/I
7.	Strong radio production skills (e.g. digital recording, editing and mixing, desk driving and studio techniques)		A
8.	A positive and motivating approach to working with volunteers, particularly those from disadvantaged backgrounds		I
9.	The ability to work co-operatively within a team		A/I
10.	The ability to work under your own initiative with the minimum of supervision		A/I
11.	The ability to manage a programme of work and prioritise tasks		A/I
12.	Knowledge of word processing and spreadsheets e.g. Microsoft Word/Excel		A
EXPERIENCE			
13.	Experience of radio journalism		A
14.	Experience of working with a diverse range of people and organisations	Experience of working with volunteers	A/I
15.	Experience of planning, delivering and evaluating projects		A/I
16.	Training experience		A/I

VALUES/ATTITUDES			
17.	A commitment to and understanding of the principles and implementation of an equal opportunities policy		I
18.	An understanding of the values of the non-profit sector		I
WORK-RELATED CIRCUMSTANCES			
19.	The post-holder will be required to apply for an Enhanced CRB Disclosure		A
20.	A willingness to undertake duties in the evening and at the weekend when/if required		A