

JOB DESCRIPTION

JOB TITLE:	Assistant Producer
REPORTS TO:	Producer
CONTRACT:	12 month fixed-term
LOCATION:	Home-based
LEAVE:	24 days per year pro-rata
HOURS:	3 days per week
SALARY:	£26,000 pro-rata

ABOUT THE PRISON RADIO ASSOCIATION (PRA)

The Prison Radio Association (PRA) is an award-winning charity that has revolutionised the way we communicate in the criminal justice sector. We developed and run National Prison Radio (NPR), the world's first national radio station for prisoners. NPR provides practical advice, support and inspirational content to people in prison, encouraging the audience to see prison as a place of positive change. NPR is available in the cells of over 80,000 prisoners across England and Wales.

NPR has been disproportionately valuable as a source of information during the Coronavirus outbreak, when people in prison have been confined to prison cells for up to 23 hours per day.

We also create campaigns, films, podcasts and audio for a wide range of clients, including national BBC radio networks, statutory bodies, government departments and the wider charitable sector.

We have an impressive record when it comes to winning awards, with multiple wins in the Sony Awards, New York Festival, a Rose d'Or and several Audio Production Gold Awards. This year National Prison Radio was awarded Gold at the radio industry's ARIAS.

OVERALL PURPOSE OF JOB:

Our production teams are the people at the front line, helping to create life-changing content behind bars.

This brand-new role is part of a six-month project funded by Sport England to help in the production of a brand-new weekly sports series for National Prison Radio. At the end of this project you'll move on to producing other National Prison Radio programmes.

Working closely with a producer, you'll help to deliver programming that empowers, inspires and motivates people in prison to participate in sporting activities and exercise within the limitations of prison coronavirus regimes.

The role is home-based, but as coronavirus restrictions ease, some time may be spent in prisons, including our projects at HMP Brixton and HMP Styal. You'll work in a highly stimulating environment with people who have stories and experiences to share with others in similar situations using the power of radio.

www.prison.radio

KEY AREAS OF RESPONSIBILITY:

- 1 To support a producer in the creation of pre-recorded radio programmes and items for National Prison Radio.
- 2 To record, edit and deliver packages, features and inserts as required by the producer to enhance programmes.
- 3 Where required, to produce programmes under guidance from the producer.
- 4 To source stories and lines of programming for development into National Prison Radio formats which highlight the benefits of sport, exercise and healthy living.
- 5 To develop an understanding of the circumstances and needs of people in prison, and to use radio to encourage participation.
- 6 Alongside the core sports focus, to produce additional content for broadcast across NPR.
- 7 To ensure people we work with are gaining the greatest benefit possible from involvement in radio production with the PRA.
- 8 To establish and maintain positive links with partners across the wider criminal justice sector.

MAIN DUTIES:

Radio production:

- To work alongside colleagues and prisoner-producers to create high-quality radio output.
- To generate and develop programme format ideas to improve the station's content.
- To ensure that all content, including music, is appropriate for play on National Prison Radio, and compliant to the Ofcom broadcasting code and the HMPPS Prison Radio Guidelines.
- To follow all security requirements and risk assessments in relation to your productions, both in prison projects and elsewhere, and to ensure the safety of prisoners, staff and visitors you work with.
- To work closely with prison staff to ensure the smooth running of productions, and to ensure PRA is making best use of opportunities provided by the prison.
- To ensure all administrative tasks connected with your productions are completed to a high standard.

Other duties:

- To ensure all relevant health and safety standards are met.
- To work within the security parameters required within HM Prison and Probation Service, and to follow instructions given by senior colleagues or prison staff.
- To carry out any other reasonable duties as directed by senior PRA staff.

KNOWLEDGE, ESSENTIAL SKILLS and EXPERIENCE REQUIRED:

- Good production experience with the ability to record, edit and mix audio to broadcast standard.
- An understanding of editorial principles and the ability to make sound editorial judgement.
- Ability to generate good story ideas.
- Excellent research skills.
- First rate communication skills, the ability to deal confidently and effectively with colleagues and external contacts.
- Ability to work well as an individual and within a team environment – with the ability to contribute and share ideas and knowledge.
- Excellent organisational and administrative skills to prioritise workloads meet deadlines and respond flexibly to rapidly changing priorities.
- Attention to detail, the ability to work speedily and accurately under pressure.
- Excellent written and verbal communication skills, confident representing the PRA in public.
- Good collaborative working and relationship building – experience of working in partnership.
- Resilience and commitment to the goals of the charity with high levels of self-motivation and enthusiasm – can maintain personal effectiveness when under pressure.
- Good planning and thinking skills with experience of prioritising and managing complex workloads to agreed deadlines.
- Ability to identify key influencers and build relationships to promote the aims of the Prison Radio Association.
- Ability to adapt and work effectively with a variety of situations, individuals or groups.
- A thorough understanding of and commitment to the aims and values of the Prison Radio Association.
- An understanding of the criminal justice system and the role of the PRA within it.