

JOB DESCRIPTION

JOB TITLE:	Broadcast Assistant (Intern), National Prison Radio
REPORTS TO:	Managing Editor, National Prison Radio
SALARY:	£12,000 per annum (pro-rated)
CONTRACT:	6 months
LOCATION:	HMP Brixton, London OR HMP Coldingley, Woking, Surrey
LEAVE:	24 days per annum (pro-rated)
HOURS:	8:00am – 4:00pm, with one hour for lunch

OVERALL PURPOSE OF THE PRISON RADIO ASSOCIATION:

The Prison Radio Association (PRA) is an award-winning education charity that aims to reduce reoffending using the power of radio. It provides support, guidance and expertise to existing prison radio projects and advises prisons interested in setting up radio projects and radio training facilities.

The PRA has developed and runs National Prison Radio (NPR) – the world’s first national radio station for prisoners.

NPR provides educational and resettlement programming exclusively to prisoners 24 hours a day, seven days a week. NPR supports prisoner rehabilitation and highlights the effects of crime and imprisonment on prisoners, families, the victims and society as a whole.

KEY AREAS OF RESPONSIBILITY:

- 1 With support from the Managing Editor, National Prison Radio, to work with prisoners to develop and produce one of National Prison Radio’s main programming strands.
- 2 To manage the logging and processing of all prisoner correspondence.
- 3 To arrange visits to prisons across the country to record material for broadcast on National Prison Radio.

MAIN DUTIES:

National Prison Radio production

- To work with a small group of prisoners to develop their radio production skills and to manage production of one of National Prison Radio's main programming strands.
- To facilitate the generation and development of programming ideas from prisoners to improve the strand.
- To ensure that all content, including music, is appropriate for play on National Prison Radio, and compliant to the NOMS Prison Radio Guidelines.
- To ensure that completed programmes are delivered in a timely manner and in a format suitable for broadcast.

Takeover Days

- To set up and attend visits to prisons across the country for the purpose of recording content for inclusion on National Prison Radio's Takeover Days.
- To ensure all security clearances have been arranged for visits, including liaising with prison security departments and arranging for permission to take recording equipment into the prison.
- To turn recordings into finished programmes ready for broadcast on National Prison Radio, ensuring suitability for broadcast.

Management of prisoner correspondence

- To ensure that all prisoner correspondence is checked and logged on a daily basis.
- To ensure correspondence is forwarded to the relevant member of staff for inclusion in National Prison Radio programming.
- To make managers aware of any correspondence which may be useful, for example, in putting into practice the PRA's evaluation strategy, which may require a response or which may require other further action to be taken.

Other duties

- To assist in the management and maintenance of radio production facilities.
- To undertake any other duties as reasonably requested by the Senior Producer, National Prison Radio.

KNOWLEDGE, ESSENTIAL SKILLS and EXPERIENCE REQUIRED:

- 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 education and training within it.
- An awareness of the complex needs of prisoners.
- Solid radio production skills with the ability to use self-op studios, digital editing (Adobe Audition) and location recording equipment.
- An understanding of radio production techniques, with an awareness of how to produce content for a target audience, preferably with some experience of producing pre-recorded radio programmes.
- Understanding of editorial issues in broadcast media.
- First rate communication skills, the ability to deal confidently and effectively with staff at all levels as well as external contacts, in person and on the telephone.
- 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.
- IT skills and knowledge of computer packages (including Windows 7 operating system, Microsoft Office).
- Attention to detail, the ability to work speedily and accurately under pressure.

COMPETENCIES

- Excellent communicator who is confident in representing the PRA to other parties.
- Good collaborative worker and relationship builder with experience of working as part of a team.
- 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 planner with ability to prioritise and manage varied workloads to agreed deadlines.
- Strong influencing and negotiation skills – ability to present sound arguments to convince others.
- Flexibility – adapts and works effectively with a variety of situations, individuals or groups.