

Head of National Prison Radio

- 📍 HMP Brixton, London SW2 5XF
- 📁 12 month fixed-term
- ⌚ Full-time
- ➔ 24 days per year
- 😊 £40,000 per year



**Prison
Radio
Association**

Welcome to the Prison Radio Association

We're an award-winning charity that has revolutionised communication in the criminal justice sector.

We developed and run **National Prison Radio** (NPR), the world's first national radio station for people in prison, providing practical advice, support and inspirational content to people behind bars. The service is available in prison cells across England and Wales via in-cell television.

We're also developing **Life After Prison**, a brand-new podcast channel for people leaving prison. And we're co-founders of **Prison Radio International**, a growing global movement of people using audio in criminal justice settings for social good.

We're leaders in using audio to change lives, working with a wide range of statutory bodies, government departments, charities and broadcasters, including national BBC radio networks.

In 2020 we were named Production Company of the Year at the Audio Production Awards and won Gold at the 2022 ARIAs.

Head of National Prison Radio

This role reports to the Deputy Chief Executive

National Prison Radio is the charity's core activity, playing a vital role in the day-to-day lives of people in prison across England and Wales.

Based in HMP Brixton, the Head of National Prison Radio is a key member of staff who manages the overall direction and quality of programming. They manage a team of production staff based in Brixton and Styal prisons.

Responsibilities include managing the National Prison Radio schedule and playout system; overseeing the overall sound of the station; ensuring content is of exceptional technical and editorial quality and complies with the relevant broadcast guidelines.

In addition, the Head of National Prison Radio coordinates the range of voices and organisations that appear on National Prison Radio, including fielding requests from key partners inside and outside the prison service, maximizing the range of information available to our listeners and ensuring our service is fulfilling its remit of supporting people through their prison sentences.

What's great about this job?

- You're at the heart of the action with your hands on the controls of an award-winning radio station which operates in a unique environment.
- You'll be making a life-changing difference to listeners across the country who rely on our output for companionship and inspiration, as well as to understand how prison works.
- You'll have the creative freedom to make decisions, with a clear purpose in mind.
- You'll be in charge of a close-knit, motivated, highly experienced team.

What will the first few months look like?

- You'll learn a lot, very quickly. You'll get to know the prison environment and the diverse needs of our listeners through visits to establishments across the country.
- You'll be setting the standard for the quality of National Prison Radio's output, helping the team to develop fresh ideas that are deliverable and achieve the station's core purpose.
- You'll be getting to know the wider team and understanding how National Prison Radio fits into the broader picture of our work, and the work of other organisations in the justice sector.
- You'll get to grips with the rhythms of a prison regime and how our broadcast schedule fits in to the lives of our listeners.
- You'll get to know our playout systems and scheduling processes, ensuring the right content gets to air seamlessly and on time.

What are the core responsibilities of this role?

- This person manages the overall direction and quality of programming on National Prison Radio, under the supervision of the Deputy Chief Executive.
- You'll be the first port of call for editorial compliance, ensuring all content, including music, is appropriate for broadcast on National Prison Radio and meets the requirements of the Ofcom Broadcasting Code and the HMPPS Prison Radio Guidelines.
- You'll be planning the on-air schedule and production, always focused on the PRA's aim of supporting people in prison through their sentences and reducing their likelihood of reoffending.
- You'll line manage our production teams across two sites, monitoring and managing performance, devising and planning programming, coaching colleagues to improve the quality of National Prison Radio. You'll ensure all members of the team are contributing fully to the project.
- You'll lead regular production meetings, coordinate resources and plan National Prison Radio's broadcast schedule to ensure our output is coherent and relevant for the target audience.
- You'll be in charge of scheduling all content for broadcast, ensuring the right elements come out of the speakers at the right times.
- You'll create production processes and paperwork to ensure quality and compliance.
- You'll be using Adobe InDesign to produce monthly broadcast schedules and seeking opportunities to promote National Prison Radio to the target audience.

- You'll ensure colleagues across the PRA are aware of forthcoming campaigns and programming, and that all opportunities to promote the PRA and National Prison Radio are being taken.
- You'll work with senior colleagues to ensure our partnerships are working well for everyone.
- You'll be a key part of a team that ensures all security and disciplinary requirements and good order are maintained, including safeguarding prisoners, staff and visitors.
- You'll oversee the employment of the prison workforce, ensuring all appropriate security checks are carried out in line with HMPPS Prison Radio Guidelines.
- You'll ensure all prisoner workers are being well managed by the PRA team, and that they are getting the full benefit of involvement in National Prison Radio.
- You'll support the Director of Operations in taking responsibility for the administration, premises and equipment in our two production centres.
- You'll contribute to the production of PRA support materials as required, as well as feeding in to other areas of the PRA's work.
- You'll represent and be an ambassador for the PRA.
- You'll act on any other reasonable requests from senior colleagues.

What will you need to succeed in this role?

The ideal candidate will have strong leadership skills, with experience of management within a broadcast media environment and strong instincts for creative direction. In particular, you'll have:

- Experience of building and leading teams, coaching colleagues and creating an environment that results in excellent performance;
- First-class editorial judgement and an understanding of the particular editorial sensitivities around the criminal justice system;
- Strong production experience working across speech formats, both live and pre-recorded;
- Proven ability to identify great stories and tell them through skilful use of audio;
- A thorough understanding of and commitment to the aims of the PRA;
- An understanding of the criminal justice system and the role of National Prison Radio;
- An understanding of the pressures and opportunities of working in the charitable sector;
- Excellent ability to manage multiple streams of work, delegate and prioritise appropriately, maintaining a laser-focus on the organisation's core aims;
- Excellent communication skills and the confidence to represent the PRA in public;
- Strong ability to collaborate and build enduring, positive relationships;
- Resilience, motivation and enthusiasm, with the ability to influence, negotiate and present sound arguments to convince others;
- Excellent planning and strategic thinking skills.