



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Managing Editor, National Prison Radio</b>
<b>REPORTS TO:</b>	<b>Director of Radio and Operations</b>
<b>CONTRACT:</b>	<b>12 months</b>
<b>SALARY:</b>	<b>£36-40,000 per annum</b>
<b>LOCATION:</b>	<b>HMP Brixton, London (or as directed by employer)</b>
<b>LEAVE:</b>	<b>24 days per annum</b>
<b>HOURS:</b>	<b>Full time (specific working hours to be confirmed)</b>

### **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. The service is available in the cells of over 80,000 prisoners across the country via in-cell television.

We are also developing a brand-new digital channel called Straightline – to offer audio, video, animations and text to people impacted by the criminal justice system outside prison.

Our commercial arm, PRA Productions **was named Independent Production Company of the Year at the 2017 Audio Production Awards**. PRA Productions creates bespoke campaigns, films, podcasts and audio packages to a wide range of clients, including national BBC radio networks, statutory bodies, government departments and the wider charitable sector.

**Correspondence address:**  
National Prison Radio, HMP Brixton,  
Jebb Avenue, London SW2 5XF

**Registered Charity No:** 1114760

**Patrons:**  
Jon Snow  
Shami Chakrabarti  
Lord Phillips of Sudbury  
Lord Hastings of Scarisbrick



## **OVERALL PURPOSE OF JOB:**

Overseeing the output of National Prison Radio, this is a crucial position within the charity's Senior Management Team. The role requires an experienced broadcast journalist or senior producer, with at least ten years track record in network radio, to ensure National Prison Radio delivers the charity's aims of supporting people in prison to reduce their chances of reoffending after they've been released.

You'll be the senior member of staff in our HMP Brixton production base, looking after the team and also our vitally important relationship with colleagues in the prison. You'll direct production resources, ensuring output is consistently brilliant. You'll have both eyes firmly on the needs of our audience, and ensure people behind bars are not only listening, but also taking action as a result of the content they're hearing. You'll hold editorial responsibility in what is a complex, high-security environment. You'll have the experience to understand the impact broadcasting can have on both listeners and contributors, and you'll have the intelligence to make often tricky judgements.

You'll also regularly visit our project at HMP Styal near Manchester, visiting our talented radio and digital production teams there who work under the Styal-based Digital Director.

Working closely with SMT colleagues, primarily the Director of Radio and Operations, you'll oversee National Prison Radio's broadcast schedule, keeping it fresh and constantly seeking innovative ways of engaging this unique audience.

You'll also have a key role to play in developing ideas for partnerships, particularly with grant funders. You'll be responsible for managing grant-funded productions – acting as Executive Producer and ensuring KPIs, targets are met and reporting requirements are met.

This is a hugely rewarding senior role, leading on one of the most innovative and exciting areas of broadcasting. You'll have the satisfaction of passing on your professional expertise and leaving work each day in the knowledge that your radio station is making a difference to the lives of thousands of people behind bars across the country.

**KEY AREAS OF RESPONSIBILITY:**

1. Managing the overall direction and quality of programming on National Prison Radio under the supervision of the Director of Radio and Operations.
2. Planning the on-air schedule and production, taking responsibility for devising programming which aims to grow reach and hours, and to impact our audience's chances of reoffending.
3. Ensuring all National Prison Radio programming is scheduled for broadcast in a timely manner, and overseeing the smooth running of the National Prison Radio broadcast system.
4. Monitoring and managing performance, working with and coaching production staff to maintain and build on the high quality of programming on National Prison Radio, and ensuring colleagues are working effectively with the prisoner-production team to fulfil their potential.
5. Ensuring all legal and contractual obligations and broadcast regulations are met and adhered to.
6. Responsible for the day-to-day management of the PRA's project at HMP Brixton, including building and maintaining positive relationships with colleagues within the prison, ensuring PRA staff are working effectively within the prison and following all necessary security protocols, ensuring resources are being used effectively, leading on recruitment of the prisoner-production team.
7. Establishing and maintaining links with colleagues from across the criminal justice sector and beyond in order to enrich the broadcast schedule.
8. Developing format ideas to enrich the National Prison Radio schedule and deliver on our aims of reducing reoffending.
9. Working with senior management colleagues to ensure full value is exploited from content created across the PRA, including digital channels.
10. Working with colleagues to ensure commercial messaging across National Prison Radio is coherent and well-planned.
11. Directing projects derived from grant funding, including relationship management with grant funders, executive production of content, monitoring of project outputs and outcomes, and ensuring project reporting requirements are met.

## **MAIN DUTIES:**

### **Management of National Prison Radio**

- To work with colleagues across the PRA to develop existing and new programming strands for National Prison Radio which meet our aims of reducing reoffending using the power of radio.
- To work with senior management colleagues to build, develop and plan the broadcast schedule.
- To plan future programming and content on National Prison Radio, ensuring broadcast slots are slated to be filled in good time and maximising opportunities for effective comms work to engage both the audience and wider stakeholders as appropriate.
- To monitor the sound of National Prison Radio to ensure it engages the audience, communicates key messages clearly and retains a suitable tone which is appropriate for the prison environment.
- To ensure a suitable balance of informative, issue-based content and entertainment in order to build and maintain audience engagement.
- To help production colleagues improve their performance through regular feedback and coaching.
- To liaise with the colleagues from HM Prison and Probation Service to identify content from other establishments for broadcast on National Prison Radio, to check content for compliance and to agree scheduling of this content.
- To ensure all production staff meet their responsibilities regarding broadcast regulations, including the Ofcom Broadcast Code and the HM Prison and Probation Service's Prison Radio Requirements.
- To take overall responsibility for all programming produced in HMP Brixton, including management of all compliance procedures.

### **Prison radio project management**

- To manage key relationships within HMP Brixton, and to stay informed of relevant changes and developments in the prison which may impact on the PRA's operations.
- To work closely with HMP Brixton staff, including senior management, to ensure the partnership is optimised for the maximum benefit of all parties.
- To support staff to ensure that all security and disciplinary requirements and good order are maintained. To safeguard prisoners, staff and visitors within the projects.

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- To ensure all prisoner-producers are effectively managed by PRA staff, and that they participate in regular appraisals.
- To take responsibility for ensuring the upkeep of all administration, premises and equipment.
- To undertake any other specific and reasonable areas of responsibility as agreed by the Director of Radio and Operations.
- To oversee the employment of prisoner workforce, ensuring all appropriate security checks are carried out in line with HM Prison and Probation Service's Prison Radio Guidelines.
- To chair regular team meetings for both staff and prisoners.

#### **Management of grant funded projects**

- To help develop ideas for National Prison Radio projects which may attract grant funding.
- Upon successful receipt of grant funding, to oversee delivery of projects, including:
  - Assigning production roles to PRA or freelance staff;
  - Monitoring the effective delivery of outputs through the life of the project;
  - Monitoring the required outcomes and liaising with evaluation colleagues to ensure these outcomes are being effectively addressed;
  - Executive production of all content;
  - Reporting back to the grant funder as required under the terms of grant agreements.

#### **Other duties**

- To develop key contacts and relationships with other producers, contributors and presenters.
- To contribute to the production of PRA support materials as required and other areas of the PRA's work notably the PRA's annual conference.
- To represent and be an ambassador for the PRA.
- To undertake any other duties as reasonably requested by the charity.

**KNOWLEDGE, ESSENTIAL SKILLS and EXPERIENCE REQUIRED:**

- A minimum of 10 years' experience in network radio, likely to be in a broadcast journalism or senior production role.
- A thorough understanding of and commitment to the aims and values of the Prison Radio Association.
- An excellent understanding of the criminal justice system and the role of education and training within it.
- Experience of initiating and running broadcast campaigns, working with partners with a wide range of objectives and agendas.
- Good production experience working across news, current affairs, features and documentaries.
- Experience of production of pre-recorded and live programmes.
- Sound editorial judgement.
- Proven ability to generate good story ideas.
- Excellent research skills.
- First rate communication skills, the ability to deal confidently and effectively with staff at all levels as well as external contacts, both 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.
- An understanding of campaigns and how to realise learning objectives through them.
- Solid production skills with the ability to use self-op studios, digital editing and location recording equipment.
- IT skills and knowledge of digital editing packages (preferably Reaper).
- 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 – experience of working up successful partnerships.
- 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 and strategic thinker with experience of prioritising and managing complex workloads to agreed deadlines.
- Strong influencing and negotiation skills – ability to present sound arguments to convince others.
- Analytical – identifies gaps, data, and key influencers and can translate analysis into practical action plans.
- Flexibility – adapts and works effectively with a variety of situations, individuals or groups.