

JOB DESCRIPTION

JOB TITLE:	Managing Editor, National Prison Radio
REPORTS TO:	Deputy Chief Executive/Director of Content
CONTRACT:	12 month fixed-term
LOCATION:	HMP Brixton, London SW2 5XF
LEAVE:	24 days per annum
HOURS:	Full time
SALARY:	Up to £40,000 PA depending on experience

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 England, Wales and Scotland via in-cell television.

We are also developing digital media to offer audio and video to people impacted by the criminal justice system outside prison, such as the family and friends of people in prison.

We also create bespoke campaigns, films, podcasts and audio packages for a wide range of clients, including national BBC radio networks, statutory bodies, government departments and the wider charitable sector. **In recent years we have been named Production Company of the Year at the Audio Production Awards, and won Gold at the ARIAS.**

OVERALL PURPOSE OF JOB:

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.

The Managing Editor is a key member of staff who manages the overall direction and quality of programming on National Prison Radio. They also manage and oversee our production base in HMP Brixton, including a team of staff and prisoner producers.

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 Managing Editor will manage the charity's key relationship with HMP Brixton, being in charge of completing the administrative and operational tasks that are needed to ensure the smooth running of the project.

KEY AREAS OF RESPONSIBILITY:

1. Managing the overall direction and quality of programming on National Prison Radio under the supervision of the Content Director.
2. Planning the on-air schedule and production, consistent with the PRA's aims and objectives of supporting people in prison through their sentences and reducing their likelihood of reoffending.
3. Line management of staff Producers. Working with the production team to initiate, devise and plan programmes for the station.
4. Monitoring and managing performance. Coaching production staff to improve the quality of programming on National Prison Radio.
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, ensuring all security requirements are maintained, the production teams are functioning effectively and the environment is suitable for the production of high-quality programming.
7. Working alongside prisoners to produce pre-recorded programmes for National Prison Radio.
8. Establishing and maintaining links with key partners within and outside HMP Brixton.

MAIN DUTIES:

Management of National Prison Radio

- Work with colleagues across the PRA to develop existing and new programming strands for National Prison Radio which meet the organisation's vision of reducing reoffending using the power of radio;
- Develop and plan broadcast schedules to ensure National Prison Radio remains relevant and popular among the target audience;
- 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;
- Make best use of production resources and archive material to ensure listeners get every opportunity to hear content that engages them and makes a material difference to their lives;
- Use Adobe InDesign to produce monthly broadcast schedules, and to seek opportunities to promote National Prison Radio to the target audience;

- Ensure colleagues across the PRA are aware of forthcoming campaigns and programming and that all opportunities to promote the PRA and NPR are being taken;
- Work alongside prisoner-producers and the staff team to create high quality audio output;
- 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;
- Ensure that completed programmes are delivered on time and in a format suitable for broadcast;
- Lead National Prison Radio production team meetings in HMP Brixton, including communicating strategic direction and ensuring all members of the team are contributing fully to the project.

HMP Brixton project management

- Manage key relationships within HMP Brixton, and stay informed of relevant changes and developments within the establishment which may impact on the PRA's operations;
- Work closely with HMP Brixton staff, including Senior Management, to ensure the partnership is optimised for the maximum benefit of all parties;
- Support colleagues to ensure that all security and disciplinary requirements and good order are maintained, including safeguarding prisoners, staff and visitors within the project;
- Ensure all prisoner workers are effectively managed by PRA staff, and that they participate in regular appraisals;
- Take responsibility for all administration, premises and equipment;
- Oversee the employment of prisoner workforce, ensuring all appropriate security checks are carried out in line with the HMPPS Prison Radio Guidelines.

Other duties

- Contribute to the production of PRA support materials as required and other areas of the PRA's work;
- Represent and be an ambassador for the PRA;
- Undertake any other duties as reasonably requested by senior colleagues.

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 NPR within it.
- An understanding of the pressures and opportunities that come with working in the charitable sector.
- Excellent editorial judgement, and an understanding of the particular editorial sensitivities around the criminal justice system.
- Good production experience working across news, current affairs, features or documentaries.
- Experience of production of pre-recorded and live programmes.
- An understanding of campaigns and how to realise learning objectives through them.
- Proven ability to identify great stories and tell them through skilful use of audio.
- First rate communication skills and the confidence to represent the PRA in public.
- Experience of leading teams, coaching colleagues and creating an environment that results in excellent performance.
- Strong ability to collaborate and build enduring, positive relationships.
- Excellent organisational and administrative skills to prioritise workloads meet deadlines and respond flexibly to rapidly changing priorities.
- High-quality production skills with the ability to use self-op studios, editing and recording equipment.
- Resilience and commitment to the goals of the PRA with high levels of self-motivation and enthusiasm – can maintain personal effectiveness when under pressure.
- Good planning and strategic thinking skills, with experience of prioritising and managing complex workloads to agreed deadlines.
- Strong influencing and negotiation skills – ability to present sound arguments to convince others.