

# Production and Social Media Assistant

- 📍 London (with some home working)
- 📅 12 month fixed-term
- 🕒 Full Time – 37.5 hours per week
- ➔ 24 days per year
- 😊 £30,870



**Prison  
Radio  
Association**

## Welcome to the Prison Radio Association

We're an award-winning charity that has revolutionised communications 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 also run **Life After Prison**, an award-winning podcast project 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.

**We have been named Production Company of the Year at the Audio Production Awards and have won a string of Gold ARIAS.**

## Production and Social Media Assistant – Life After Prison

This role reports to the Head of Podcasts

As a key part of the Life After Prison podcast team, you'll be using your experiences to provide production and social media support to this award-winning project.

The community of people whose lives have been affected by the criminal justice system are central to Life After Prison. Your job as Production and Social Media Assistant is to support podcast production, adding your own experience and expertise to our team, identifying important topics to cover on the podcast and offering your insight into how we treat those topics.

You will also generate content to use across our social media channels. The aim is to continue to build and engage with our audience by providing much-needed information, inspiration and support.

While you work with us you will develop your own creative production skills as well as other transferable skills. Your contribution to this award-winning podcast will directly impact people after release from prison, and you'll be able to take great pride in helping to develop our mutually-supportive community.

## What's great about this job?

- You'll be making a life-changing difference to listeners across the country who rely on our output for support and inspiration.
- You'll have the creative freedom to contribute your own ideas to the project with the potential to create your own regular piece of content.
- You'll get the chance to develop your production skills as part of a caring, committed, motivated and highly experienced team.

## What will the first few months look like?

- You'll learn a lot, very quickly. You'll get to know how the project works, working closely with the Producer, Head of Podcasts, the Presenters and the Social Media Manager.
- You'll get to know our production processes and how your role fits into them as you get to grips with your weekly and monthly tasks.
- You'll spend time in our studios learning about the filming and recording process across all of our output.
- You'll get to know the wider team and understand how Life After Prison fits into the rest of our work at the PRA

## What are the core responsibilities of this role?

- You'll work in our hired studio in central London or our shared office space in Brixton, and also from home. You'll work on production, social media creation and admin for Life After Prison.
- You'll work towards creating a regular strand for our social media channels.
- You'll be involved with production for *Life After Prison*, which will include researching guests and subjects, booking guests and the studio and joining production calls, as well as supporting the producer with uploading episodes and writing show descriptions, and in the studio on recording days.
- You'll also support on any other general production tasks. This might include generating new ideas and features for the show, keeping the podcast feed, YouTube channel and website tidy and up to date and day-to-day admin for the project.
- You'll be a key member of the PRA team, providing a link between our colleagues on National Prison Radio, the wider podcast team and the Life After Prison project, keeping up to date with them about their work and keeping them updated on ours.
- You'll work closely with our Social Media Manager and Head of Podcasts across our social media channels, monitoring discussions under our posts and checking our DMs, flagging anything that we need to respond to or escalate.
- You'll support and run our Advisory Panel meetings of people with lived experience of the criminal justice system, sending them invitations for meetings, taking notes, sending out fee forms and sharing episodes of Life After Prison with them.
- You'll represent and be an ambassador for the PRA.
- You'll work with our Head of Content Innovation, visiting different prisons around the country regularly to help record content for NPR and learn valuable insights about the LAP audience.
- You'll act on any other reasonable requests from senior colleagues.

## What will you need to succeed in this role?

The ideal candidate will be capable, engaged and eager to learn and to contribute to the project. In particular you'll have:

- Personal experience of imprisonment, either through your own experience or that of a loved one;
- Active desire to support people in prison and after release, and others whose lives have been affected by the criminal justice system;
- The initiative to get involved, learn and progress in the role;
- Excellent organisational, research and administrative skills with the ability to prioritise workloads and meet deadlines;
- Understanding of and interest in the different social media platforms, their different audiences and how people use them;
- Competent IT skills, with the ability to use email, Word and Excel;
- Excellent communication skills, empathy and a desire to help people share their stories;
- Ability to work well as an individual and within a team environment;
- The ability to work in a professional environment and adhere to PRA policies and procedures.

## Desirable Skills to succeed in this role

- Experience in the production of pre-recorded programmes and podcasts;
- Knowledge of audio and video editing software and ability to use a camera/microphone for social media recordings;
- Experience generating social media content;
- Ability to generate good story ideas;
- An interest in podcasts and an understanding of the wider audio landscape.