

# Production and Social Media Assistant (*Life After Prison*)

- 📍 London (with some home working)
- 📅 12 month fixed-term
- 🕒 Full Time – 37.5 hours per week
- ➔ 24 days per year
- 😊 £29,400



**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.

**This year we won a silver award for Production Company of the Year at the Audio Production Awards. We also won Gold at the 2023 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 research and production 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 the production team, 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 build an audience and to provide 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 working on your own regular piece of content.
- You will learn a host of new and highly transferable media production skills.
- You'll be part 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 how the project works, working closely with the Producer, Head of Podcasts, the presenters and the Social Media Manager.
- You'll get to know the wider team and understand how *Life After Prison* fits into the rest of our work at the PRA.
- You'll spend some time in our studio learning about the filming and recording process.
- 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.

## 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 and social media creation and admin for *Life After Prison*.
- You'll create and produce a short piece of content each week for *Life After Prison*, which you will present for our social media channels and our podcast.
- You'll record voice notes for use in *Life After Prison*.
- You'll research guests and subjects for *Life After Prison*. This includes booking guests and studios, setting up pre-production calls and joining the calls where appropriate.
- 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 escalate or respond to.
- 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 assist in the day-to-day admin of the *Life After Prison* project sharing responsibility with the producer.
- 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 be capable, engaged and eager to learn and to contribute to the project. In particular you'll have:

- The ability to work in a professional office environment and adhere to PRA policies and procedures;
- A direct understanding of prison, either through your own experience of imprisonment or that of a loved one;
- Excellent communication skills, the ability to deal confidently and effectively with colleagues at all levels as well as external contacts;
- Excellent people skills, empathy and a desire to help people share their stories;
- Lots of creative ideas, with a focus on the needs of the audience and the ability to see the world from a listener's perspective;
- Ability to work well as an individual and within a team environment – with the ability to build and develop strong working relationships within the PRA and beyond and to contribute and share ideas and knowledge;
- Active desire to support people in prison and after release, and others whose lives have been affected by the criminal justice system;
- Excellent organisational and administrative skills to prioritise workloads and meet deadlines;
- Understanding of the different social media platforms, their different audiences and how people use them;
- Attention to detail with the ability to work speedily and accurately under pressure;
- Excellent IT skills, with the ability to use Microsoft Office and other common business systems;
- A curiosity to discover things about others, and to explore new ideas;
- A pride in your work;
- Excellent research skills;
- An understanding of the pressures and opportunities of working in the charitable sector;
- Experience generating social media content;
- Experience in the production of pre-recorded programmes and podcasts using digital editing software and recording equipment is desirable but not essential.