

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Radio Producer, National Prison Radio
<b>REPORTS TO:</b>	Managing Editor, National Prison Radio
<b>SALARY:</b>	£23,000
<b>CONTRACT:</b>	12 month fixed-term
<b>LOCATION:</b>	HMP Brixton
<b>LEAVE:</b>	24 days per annum
<b>HOURS:</b>	Full time

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

We also incorporate PRA Productions, creating 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. **We were named Independent Production Company of the Year at this year's Audio Production Awards.**

## OVERALL PURPOSE OF JOB:

As key members of the PRA team, our Radio Producers are the people at the front line, using their highly-developed production skills to create life-changing content behind bars.

Our staff team in HMP Brixton manages a group of prisoner-producers, helping them to develop their skills and working in partnership with them to create programmes that build an audience, encourage action and provide much-needed information and inspiration. People who live on prison wings are at the centre of the production process. The job of the Radio Producer is to help make that content sound professional, tight and must-listen.

You'll be line managing a number of prisoner-producers, learning to understand the prison environment inside-out, coming up with inventive new ways of engaging our audience, passing on your professional expertise and leaving prison at the end of each day satisfied in the knowledge that your programmes can be heard by 80,000 people behind bars across England, Wales and Scotland.

## **KEY AREAS OF RESPONSIBILITY:**

- 1 To work alongside prisoners to produce pre-recorded radio programmes and items for National Prison Radio.
- 2 To source stories and lines of programming for development into National Prison Radio formats.
- 3 To assist in the day-to-day running of the PRA's flagship project at HMP Brixton.
- 4 To line manage a small number of prisoner-producers – being their first point of contact for all production-related issues, overseeing their regular appraisals, ensuring they are gaining the greatest benefit possible from working with the PRA.
- 5 To produce content for National Prison Radio on-air campaigns as required by the Production Manager and the Managing Editor.
- 6 To establish and maintain positive links with staff and departments within HMP Brixton and the wider criminal justice sector.

## **MAIN DUTIES:**

- To work alongside prisoner-producers in the production of high quality radio output.
- To facilitate the generation and development of programming ideas to improve the station's content.
- To 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.
- To ensure that completed programmes are delivered on time and in a format suitable for broadcast.
- To be responsible for the use of production resources as agreed with Managing Editor, National Prison Radio.
- To take a share in running 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.
- To ensure that all security requirements, disciplinary requirements and good order are maintained in the project, and to ensure the safety of prisoners, staff and visitors within the project.
- To work closely with HMP Brixton staff, including Senior Management, to ensure the smooth running of the PRA's partnership with HMP Brixton.

- To work with HMP Brixton staff to manage the employment of prisoner workforce, ensuring all appropriate security checks are carried out in line with the NOMS Prison Radio Guidelines.
- To effectively manage prisoner-producers, including holding regular performance appraisals.
- To share responsibility for ensuring the upkeep of the premises and its contents.
- To ensure all administrative tasks connected with the running of the project are completed to a high standard.

## Other duties

- To develop key contacts and relationships with other producers and talent.
- To contribute to the production of PRA support materials as required and other areas of the PRA's work including the PRA's annual conference.
- To represent and be an ambassador for the PRA.
- To undertake any other duties as reasonably requested by the Managing Editor, National Prison Radio.

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

- A thorough understanding of and commitment to the aims and values of the Prison Radio Association.
- An solid understanding of the criminal justice system and the role of education and training within it.
- 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.
- 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.
- Solid production skills with the ability to use self-op studios, digital editing and location recording equipment.
- IT skills and knowledge of computer packages (including Outlook and Word).
- Attention to detail, the ability to work speedily and accurately under pressure.

## COMPETENCIES

- Excellent communicator who is confident in representing the PRA in public.
- 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.