

# Radio Producer – HMP Styal

- 📍 HMP Styal, Cheshire SK9 4HR
- 📅 12 month fixed-term
- 🕒 Part-Time – 22.5 hours per week
- ➔ 24 days annual pro rata
- 😊 £30,000 pro rata



**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're also developing *Life After Prison*, a brand-new podcast channel 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.

**In 2020 we were named Production Company of the Year at the Audio Production Awards and won Gold at the 2022 ARIAs.**

## Radio Producer – HMP Styal

*This role reports to the Director of Operations and Women's Projects*

You will work alongside women in prison to create life-changing content for National Prison Radio.

As a key part of a small team of producers in HMP Styal, a women's prison near Manchester, you will lean on your highly-developed radio skills to help listeners make the most of their time behind bars. By supporting prisoner-producers you will help women in prison develop industry skills, creating content that builds an audience, encourages action and provides much-needed information and inspiration.

People who live on prison wings are at the centre of the production process. Your job as 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 and coming up with inventive new ways of engaging our audience. You'll pass on your professional expertise and will leave prison at the end of each day knowing that your programmes can make a difference to the lives of the 80,000 men and women listening behind bars across the country.

## What's great about this job?

- You're at the heart of the action, working alongside our prisoner-producers to develop their radio production skills.
- You'll be making a life-changing difference to listeners across the country who rely on our output for companionship and inspiration, as well as to understand how prison works.
- You'll have the creative freedom to develop new formats alongside the wider production team.
- 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 the prison environment and the diverse needs of our listeners, in particular the needs of women in prison.
- You'll be getting to know the wider team and understanding how National Prison Radio fits into the broader picture of our work.
- You'll get to grips with the rhythms of a prison regime and develop relationships with key prison departments.
- You'll be getting to know our production processes as you deliver weekly shows for National Prison Radio.

## What are the core responsibilities of this role?

- This person will work inside HMP Styal, alongside people serving sentences, to produce pre-recorded programmes and campaigns for National Prison Radio.
- You'll be line managing 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.
- You'll ensure that completed programmes are delivered on time and in a format suitable for broadcast.
- You'll 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.
- You'll be sourcing stories and lines of programming for development into National Prison Radio formats.
- You'll assist in the day-to-day running of the PRA's project at HMP Styal, sharing responsibility with the other producers for daily administrative tasks.
- You'll establish and maintain positive links with staff and departments within HMP Styal and the wider criminal justice sector.
- You'll share responsibility in troubleshooting basic technical issues with studio and broadcast equipment.

- You'll work with the Director of Operations and Women's Projects to ensure that all security requirements, disciplinary requirements and good order are maintained in the project to ensure the safety of prisoners, staff and visitors within the project.
- You'll act on any other reasonable requests from senior colleagues.

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

The ideal candidate will have strong leadership skills, with experience of management within a broadcast media environment and strong instincts for creative direction. In particular, you'll have:

- A thorough understanding of and commitment to the aims and values of the Prison Radio Association.
- A solid understanding of the criminal justice system, in particular the needs of women in prison and the wider community.
- Experience of production of pre-recorded and live programmes.
- Solid production skills with the ability to use self-op studios, digital editing and location recording equipment.
- Experience of teaching radio production and editing skills to people with no prior experience of radio.
- 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.
- IT skills and knowledge of computer packages (including Outlook and Word).
- Attention to detail, the ability to work speedily and accurately under pressure.