

JOB DESCRIPTION

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| JOB TITLE: | Radio Producer (Resettlement) |
| REPORTS TO: | Deputy Chief Executive/Director of Content |
| CONTRACT: | 12 month fixed-term |
| LOCATION: | HMP Styal (10 miles south of Manchester city centre) |
| LEAVE: | 24 days per annum pro rata |
| HOURS: | 3 days per week (0.6 Full Time Equivalent) |
| SALARY: | £27,000 pro rata |

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:

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 Styal work with people serving prison sentences to support their peers using the power of radio. This brand new role has two key purposes: to develop and produce radio to support women approaching the end of their sentences to successfully resettle in the community after release; and to support the women we work with in HMP Styal to understand and fulfil their ambitions while they're working with us and after their release from prison. This job encompasses big-picture support of women across the prison estate, right through to individual support of the people we work with directly in HMP Styal.

You'll work in a highly stimulating environment with women who have stories and experiences to share with others in similar situations using the power of radio. You'll get to understand their individual circumstances and help them to successfully navigate the path out of prison and towards successful futures.

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 which specifically address resettlement issues.
- 3 To work with a small number of prisoner-producers to develop an understanding of their circumstances and needs, and to help them access the support they require as they approach release.
- 4 To identify opportunities for continuing education, training and employment for the women we work with in Styal, and to broker relationships during the period of transition through the gate.
- 5 To assist in the day-to-day running of the PRA's production centre project at HMP Styal.
- 6 To ensure the women we work with are gaining the greatest benefit possible from working with the PRA.
- 7 To produce content for National Prison Radio on-air campaigns as required.
- 8 To establish and maintain positive links with staff and departments within HMP Styal and the wider criminal justice sector.

MAIN DUTIES:

Radio production:

- To work alongside prisoner-producers to create high-quality radio output.
- To generate and develop programme format 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 colleagues in the Senior Management Team.
- To take a share in running National Prison Radio production team meetings in HMP Styal, 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 Styal staff, including Senior Management, to ensure the smooth running of the PRA's partnership with HMP Styal, and to ensure PRA is making best use of opportunities provided by the prison.
- To work with HMP Styal staff to support the employment of prisoner workforce, ensuring all appropriate security checks are carried out in line with the HMPPS 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.

Resettlement:

- To work with HMP Styal prisoners to develop plans for progression into education, training or employment:
 - To undertake an initial assessment to assess their educational, training, employment, welfare and other needs.
 - To develop a SMART individual action plan to meet the needs of each job seeker and use this to optimise outcomes for each individual.
 - To review individual action plans on a regular basis ensuring progress is being made in line with identified actions and goals.
 - To research suitable employment vacancies and training opportunities, in line with prisoners' career aspirations and needs.
 - To broker links with relevant employers and training providers, with a view to maximising possible links and matches of job seekers to job vacancies and training opportunities.
 - To provide careers advice and guidance which is realistic and aims to generate sustained employment outcomes.

- To assist with CV development, job applications, interview skill techniques and to meet individual criteria relating to job descriptions.
- To keep in touch with ex-prisoners after release, providing any support as necessary.
- To liaise with other support agencies (relating to housing, benefits, debt / budgeting, family relationships etc.) and develop links to ensure appropriate information is available to support effective signposting.
- In line with the individual job seeker's action plan, signpost or refer (as appropriate) the prisoner to external / other support agencies.
- To follow-up all referrals, ensuring an effective service has been provided and contributes to the individual job seeker's personal development.

Other duties:

- To represent and be an ambassador for the PRA.
- To ensure all relevant health and safety standards are met.
- To work within the security parameters required within HM Prison Service, and to follow instructions given by senior colleagues or prison staff.
- To carry out any other reasonable duties as directed by senior PRA staff.

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 the PRA 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.
- Attention to detail, the ability to work speedily and accurately under pressure.
- 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 planning and 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.
- Ability to identify gaps in provision and ability to address these gaps in partnership with colleagues.
- Ability to identify key influencers and build relationships to promote the aims of the Prison Radio Association.
- Ability to adapt and work effectively with a variety of situations, individuals or groups.