

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Senior Radio Producer (Sport)</b>
<b>REPORTS TO:</b>	Production Manager
<b>CONTRACT:</b>	12 month fixed-term
<b>LOCATION:</b>	HMP Styal (10 miles south of Manchester city centre) / Home Working
<b>LEAVE:</b>	24 days per year
<b>HOURS:</b>	Full Time
<b>SALARY:</b>	£31,000

**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. NPR is available in the cells of over 80,000 prisoners across England and Wales.

NPR has been disproportionately valuable as a source of information during the Coronavirus outbreak, when people in prison have been confined to prison cells for up to 23 hours per day.

We also create campaigns, films, podcasts and audio for a wide range of clients, including national BBC radio networks, statutory bodies, government departments and the wider charitable sector.

**We have an impressive record when it comes to winning awards, with multiple wins in the Sony Awards, New York Festival, a Rose d'Or and several Audio Production Gold Awards. This year National Prison Radio was awarded Gold at the radio industry's 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.

This brand-new role will deliver programming to empower, inspire and motivate people in prison to participate in sporting activities and exercise within the limitations of prison coronavirus regimes. Alongside this, you will produce additional content for broadcast across the NPR schedule.

The role is based at HMP Styal, a women's prison, but programming will be relevant to men as well as women. The post-holder will split their time between being home-based and working in our offices in HMP Styal. As coronavirus restrictions ease, more time will be spent at the prison, while during periods of high restriction, more time will be spent at home.

You'll work in a highly stimulating environment with people who have stories and experiences to share with others in similar situations using the power of radio.

## **KEY AREAS OF RESPONSIBILITY:**

- 1 To work with people serving prison sentences and those who have previously been to prison 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 highlight the benefits of sport, exercise and healthy living.
- 3 To develop an understanding of the circumstances and needs of people in prison, and to use radio to encourage participation.
- 4 Alongside the core sports focus, to produce additional content for broadcast across NPR.
- 5 To assist in the day-to-day running of the PRA's production projects at HMP Styal.
- 6 To ensure the people we work with in prison are gaining the greatest benefit possible from working with the PRA.
- 7 To establish and maintain positive links with staff and departments within HMP Styal and the wider criminal justice sector.
- 8 The role will involve regular visits to our other production base in HMP Brixton, and to other prisons across the country.

## **MAIN DUTIES:**

### **Radio production:**

- To work alongside colleagues and 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 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 to ensure the smooth running of the project in 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.

**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:**

- Good production experience in sport with an excellent range of sports broadcasting contacts to enrich the National Prison Radio schedule.
- Excellent audio production skills, with the ability to record, edit and produce high-quality pre-recorded programmes.
- An understanding of campaigns and how to realise outcome 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.
- Attention to detail, the ability to work speedily and accurately under pressure.
- Excellent written and verbal communication skills, confident representing the PRA in public.
- Good collaborative working and relationship building – experience of working in partnership.
- 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.
- 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.