

JOB DESCRIPTION

JOB TITLE:	RESEARCH ASSISTANT
REPORTS TO:	Director of Development
LOCATION:	HMP Brixton, London
LEAVE:	24 days per annum
HOURS:	Full Time (37.5 hours per week)
SALARY:	£20,000 pa

ABOUT THE PRISON RADIO ASSOCIATION (PRA)

The Prison Radio Association (PRA) is an award winning education charity that aims to reduce reoffending using the power of radio. It provides support, guidance and expertise to existing prison radio projects and advises prisons interested in setting up radio projects and radio training facilities.

The PRA has developed and runs *National Prison Radio* (NPR) – the world’s first national radio station for prisoners.

NPR provides educational and resettlement programming exclusively to prisoners 24 hours a day, seven days a week. NPR supports prisoner rehabilitation and highlights the effects of crime and imprisonment on prisoners, families, the victims and society as a whole.

The PRA also runs a new initiative called *Straightline*; an online channel and smartphone app offering inspirational, bespoke content, information and support to people involved in the criminal justice system.

ABOUT THE ROLE

The Research Assistant works alongside the PRA’s Director of Development, helping the charity make a big social impact.

The post-holder helps the charity to demonstrate this impact on the lives of prisoners. They facilitate the PRA’s evaluation strategy and help us to look after our partnerships – communicating with key stakeholders and looking after our relationships with clients and partners.

Working in often unpredictable circumstances, this is an opportunity to support the core workings of a small but vibrant media charity which is re-defining the notion of public service broadcasting and revolutionising prisoner communications.

KEY AREAS OF RESPONSIBILITY

- Lead and develop the PRA's monitoring and evaluation activity with support from the Director of Development. This includes data collection pertaining to project evaluation and the presentation of that data as valuable insights to partners, colleagues and other stakeholders. The successful candidate will be expected to manage prison visits across England and Wales.
- Oversee communications with key stakeholders, including other prisons and prison radio staff, as well as statutory, voluntary sector and commercial partners.
- Work closely with the Director of Development and the Production Manager/Producer to provide administrative support in the curation and delivery of campaigns for NPR and Straightline.

ABOUT YOU

Above all else, you're extremely bright, passionate about the role of media in creating social change, enthusiastic and keen to learn.

You may be a recent graduate, or you may already have some experience either working or volunteering as part of an administrative team perhaps in the charitable and voluntary sector.

You have a developed knowledge of radio and an understanding of how broadcast media can promote socially beneficial messages to their audiences. You'll understand the needs and issues surrounding the prison population, and a strong understanding of public and current affairs.

You'll be highly numerate and confident in your ability to evaluate campaigns, measuring their effectiveness and impact on a target audience.

You'll be articulate, confident and able to manage your own workload. You'll enjoy the challenge of nurturing relationships with existing partners and seeking out new ones. Using your enthusiasm and first-class communication and inter-personal skills you'll act as an ambassador for the PRA.

You should be passionate about the aims of the Prison Radio Association and be willing to work with colleagues within and outside the organisation to achieve these aims.

YOUR SKILLS AND COMPETENCIES

- Campaigns – has an understanding of broadcast media campaigns and how to realise and evaluate objectives through them.
- Analytical – can collect, collate and interpret data. Able to turn observations into valuable insights and practical plans of action.
- Strategic thinking – works accurately using excellent organisational and administrative skills to manage complex workloads. Meets deadlines and responds flexibly to rapidly-changing priorities.
- Excellent communicator – deals confidently and effectively with colleagues. Able to represent the PRA successfully to other parties.
- Strong influencing and negotiation skills – able to present sound arguments to convince others.
- Building relationships – good collaborative worker with experience of working in partnership.
- Creative – uses imagination, creativity and experimentation. Shows openness to alternative ways of doing things.
- IT skills – strong understanding of IT, particularly CRM software and Excel.