

## **JOB DESCRIPTION**

### **Background**

Cross Rhythms media run an FM community radio station in Stoke-on-Trent, which also streams online. Social Media platforms on Facebook and Twitter are also serviced by the station, as well as by the wider organisation. We also produce about a dozen original programmes that are syndicated worldwide.

### **Job placement title**

Radio News Assistant

### **Reporting to**

The Radio News Assistant is managed by the FM Radio Station's Programme Controller.

### **Job placement summary**

We're looking for a Community Radio News Assistant to research, write and present community news content on Cross Rhythms City Radio.

You will work with the station's Programme Controller to create daily community news bulletins and features. This will include writing scripts for radio and social media and presenting recorded content on the radio station and meeting several daily deadlines.

Tasks include: finding community news and information; writing scripts for community news bulletins and features; presenting recorded community news content; arranging, conducting and recording interviews; editing audio; assisting the Programme Controller with other general duties.

Note: Your Placement will take place at our HQ in Stoke-on-Trent, and we will aim to help you find suitable accommodation if required. Additionally, in light of COVID restrictions, we may offer you to undertake your Placement remotely/virtually, for all or part of the 6 months.

### **Skills, experience and qualifications**

Great communication and ICT skills are essential. You must be able to work to deadlines, remain calm under pressure, be motivated, enthusiastic and willing to learn. An understanding of media law is preferred.

### **Employment support and training**

You will be mentored, trained and supported continuously by the Cross Rhythms Programme Controller.

That support and training will help develop your skills to fulfil your role. You will learn how to use any equipment and software relevant to your role and be given initial and ongoing training to develop those skills.

You will gain plenty of experience working in the media environment and producing media content for publication or broadcast. This will develop your skills in: hitting deadlines, researching, interviewing and/or communicating with other participants, and producing quality content.

In addition we will help to develop your CV writing skills, interview techniques, CPD skills and communication and teamwork skills. You will also be enrolled on the Staffordshire Chambers of Commerce Kickstart Network – this network will provide monthly networking events and CPD development sessions once a month for your Kickstart placement, which will help you to develop your employability skills as well as network with like-minded placements.

We will provide you with any equipment you might need to fulfil your role.

### **Working pattern and contracted hours**

Part-time, 25 hours per week. Monday – Thursday, 9am – 4pm (including 45 minutes unpaid lunch)

### **Salary**

National Minimum Wage/Living Wage as appropriate.

### **How to apply**

To apply you must be 16-24 years old and be on Universal Credit.

Interested applicants should email [hr@crossrhythms.co.uk](mailto:hr@crossrhythms.co.uk) to express their interest directly to us.

Then you need to apply by telling your Work Coach at your local job centre that you are interested in the **Radio News Assistant** role at **Cross Rhythms** in Stoke-on-Trent. Your Work Coach will then refer you to the job.

Closing date for applications: 31<sup>st</sup> July 2021.

Anticipated start date: 9<sup>th</sup> August 2021.