

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 Presenter

Reporting to

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

Job placement summary

We're looking for a Community Radio Presenter who will present a daily radio show for Cross Rhythms City Radio in Stoke-on-Trent, and contribute additional content towards the station's programming.

You will work with the station's Programme Controller to devise a concept for the radio show that fits perfectly with the station's target audience and aims and objectives. You will do a mixture of live and pre-recorded radio presenting.

Tasks include: creating ideas for on-air features, producing running orders; undertaking research tasks; arranging and conducting interviews; editing audio with digital editing software; writing cues and scripts; creating content for our website and social media; recording voiceovers; modifying playlists; 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, good at organisation and planning. Able to work to deadlines, remain calm under pressure, be self-motivated, willing to learn and able to work independently as well as in a team.

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 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 Presenter** role at **Cross Rhythms** in Stoke-on-Trent. Your Work Coach will then refer you to the job.

Closing date for applications: 31st July 2021.

Anticipated start date: 9th August 2021.