

COMMUNITY RADIO STATION LINK WORKER JOB PACK

This pack will provide you with the following key information to help you apply for the post:

1. How to apply
2. About Keighley on Air
3. Job description
4. Person specification

How to apply

If you wish to apply for the post, you will need to:

- **Complete the online application form**
- **Complete 'supporting statement' section, telling us how you meet each of the requirements listed in the person specification**

Please submit your online completed application form and supporting statement together with the Equality & Diversity monitoring form by email to: info@jamontop.co.uk by noon on **WEDNESDAY 29th JULY 2020**.

Please do not send us a CV, as we will only assess your application against the skills, knowledge and experience specified. We are unable to consider applications submitted after the deadline.

We regret that we are unable to respond individually to unsuccessful applicants. We do recognise the time and energy it takes to apply for jobs, so please accept our thanks for your interest and the time you have taken to make this application – it is much appreciated, even if we are not able to shortlist you on this occasion.

Key dates:

- Closing date for applications: Noon, Wednesday 29th JULY 2020
- Shortlisted applicants notified by: Monday 3rd AUGUST 2020
- ONLINE Interviews: provisionally week beginning 10th AUGUST 2020

About Keighley on Air

The Vision is 'Sharing who you are':

The Keighley on Air mission is to strengthen, enrich and connect Keighley's communities by broadcasting content that is relevant, inclusive, community-led and free from commercial influence to enlighten, inform and entertain. Promoting diversity, tolerance and a sense of belonging through direct participation of the residents within the Keighley Big Local area and surrounding districts

Aims

- Provide an internet based community radio station with quality and effective content
- Provide opportunity to develop radio broadcasting skills through study, experience and being taught in all aspects of the preparation and broadcasting of radio shows
- Provide opportunity for the diverse communities within Keighley to organise and present mostly locally produced quality programming including educational, entertainment, news, discussions and debate

CLLD

Keighley has been successful in securing £2.4m of European Structural Investment Funds managed by the Ministry of Housing, Communities and Local Government (MHCLG) and the Department of Works and Pensions. The funding for Keighley includes £1.4m from the European Regional Development Fund (MHCLG) and £1m from the European Social Fund (DWP) amounting to 50% of the total programme value of £4.8m. To achieve the total value of the programme, the funding will be matched by delivery partners and commissioned activity deliverers. The Community Radio Station Link Worker post is part of the successful ESF 2 application made by Keighley College: Providing pathways for integration and re-entry into employment for unemployed/ economically inactive CLLD residents, through employer engagement for a range of activities including short work tasters, training facilities, training equipment rental, job clubs, work experience, job/career pathways information and awareness. The project has 3 named delivery partners: Jam on Top, Hainworth Wood Community Centre and Bradford Youth Service.

More information: www.keighleyclld.org.uk

Keighley College

Keighley College is part of the Luminare Education. The College on Bradford Road, Keighley is focussed on transforming lives by providing outstanding education, training and outcomes for students. The aspiration is to always add value to students and society by having a positive impact, allowing all students to succeed and improve their lives. The College offers a number of programmes including vocational, academic, skills development and core studies with the ESF2 project helping to further cement the college status at the heart of the Keighley Community.

More information: www.keighleycollege.ac.uk

Jam on Top

The Radio Station is hosted by Jam on Top Recording Studios and supported by the "Friends of Keighley on Aire". <https://www.jamontop.co.uk>

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Job Description

- Salary: £25295- £28785 [Pro Rata 0.6FTE]
- Hours: 22.5 Hours per week
- Reporting to: Jam on Top Directors
- Manages: Volunteers & Students
- Start date: September 1st 2020
- Based at: Jam on Top Recording Studios BD21 4LG
- Length of contract: Fixed Term until June 2022

The 'Link Worker' is an enabling role, overseeing the day-to-day operations of Keighley On Aire, a community-led web based radio station. Keighley On Aire is one element of a CLLD funded project led by Keighley College.

The fixed-term post to June 2022 is funded by the European Structural & Investment Fund and Keighley Big Local.

Responsibilities

- Responsible for promoting and supporting community effort ensuring experiences, training and on-air product meets the creative needs of the station, funder and partners.
- Maintaining focus to help deliver the vision for the station's on-air product,
- Manages personnel and cultivates talent that showcases the diverse communities of Keighley
- Responsible for all output complying with Ofcom programming guidance and regulations, the law

Duties

- Assists and enables plans and maintains systems with all partners including Keighley College and the Friends of 'Keighley on Aire'.
- Oversees and coordinates the provision of day-to-day operation support to the various elements of the station including access, studio management, utilisation of station supplies and inventory, station safety and security, ensuring compliance with broadcast standards, policies, relevant legislation and funding requirement
- Participates in monitoring and evaluation supporting recruitment, training, scheduling, retention, problem resolution, and performance management.
- Researches and makes recommendations to partners and community members pertaining to acquisition of operating equipment; participates in the development and management of annual operating budgets. Maintains accurate schedules, records, reports
- Provide services as an on-air host, as required.
- Represent the station at a local level and build long lasting relationships with partners

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Minimum Job Requirements

- 5 years of experience directly related to the duties and responsibilities specified.
- Knowledge of Myriad software required
- A qualification in Broadcast Production :
- Knowledge, Skills and Abilities Required
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

Skills

- Skill in the use of personal computers and related hardware/ software applications.
- Knowledge of public radio principles, procedures, operations, and standards.
- Knowledge and understanding of radio communications facilities and distribution systems.
- Skill in organising resources and establishing priorities.
- Knowledge of inventory management practices.
- Knowledge of public radio organizational structures, workflows, systems, and operating procedures.
- Ability to develop, plan, and implement short- and long-range goals.
- Knowledge of project management principles, practices, techniques, and tools.
- Knowledge of broadcasting regulations.

Expectations of all staff

The post holder is expected to:

- Commit to Jam on Top values and principles
- Commit to upholding our safeguarding policies and procedures to ensure that we promote the welfare of all service users and protect them from harm.
- Travel to meetings and represent Keighley on Aire in a positive manner
- Attend and contribute to training, supervision and appraisal process..

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Person Specification

Essential	Desirable
Experience in a role involving interacting with clients/participants and the general public	Educated to Degree level in a relevant subject, or able to demonstrate equivalent knowledge, skills and work experience
5 years of experience directly related to the duties and responsibilities specified	Experience of working with young people or vulnerable groups who may be experiencing mental health problems
Working knowledge of Myriad Software	Experience of writing reports or papers for publication
A qualification in Broadcast Production	Knowledge of the Keighley voluntary & community sector
Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community	Understanding of safeguarding legislation and policy, particularly as it applies to young people and young adults

Rehabilitation of Offenders Act

Under the Rehabilitation of Offenders Act, an individual who has a conviction for a criminal offence may be allowed to treat the conviction as if it had never occurred after a specified period if he/she has not committed another offence. However, you are not entitled to withhold information about convictions which are not “spent” under the provision of the Act. If you are short-listed for interview, a separate form may be included with your invitation to interview. You are required to complete and sign this form prior to your application being considered further.

Prevention of Illegal Working in the UK

Jam on Top requires it to make a basic document check on every person it intends to employ. Therefore, candidates who are shortlisted for interview will be required to provide the relevant documents for photocopying and recording. Full details of the amendments and documents required can be found on the home office website at www.ind.homeoffice.gov.uk

Safeguarding

This role will require regular direct contact with children and young people (potentially including vulnerable adults), and so a Disclosure and Barring Service (DBS) check will be required of successful applicants.