# JOB DESCRIPTION

**Job Title: Radio Dacorum Station Manager**

# Community Action Dacorum

Community Action Dacorum is a charity that provides a circle of support to the local community. As a "Council for Voluntary Service", we believe in bringing people together to achieve more in their communities and improve quality of life. Our Vision is to be recognised throughout our region as a leading provider of community services and projects of the highest quality, efficiency, and value.

**Based at:** Grove Hill, Hemel Hempstead

**Reporting to:** Head of Wellbeing

**Key Relationships**: Head of Wellbeing, Communications Officer, Deputy CEO, CEO, Partners and Stakeholders in the Business and the Voluntary and Community Sectors.

**Job Purpose:** To work strategically to develop and grow the Radio Station listener numbers and increase income. Note that this is not a broadcasting role.

Growth

* Grow audience and unique listener numbers
* Increase radio revenue through advertising and other means
* Working with the Head of Wellbeing to identify commercial and partnership opportunities which align with the charity’s values
* Grow the radio station’s brand

Content schedule

* With the Head of Wellbeing create and implement a varied on-air program plan, identifying gaps in the schedule and introducing complimentary topics.
* Ensure that all programmes are suitable to be aired and in line with the Charity’s values and mission
* Ensure continuity and development of radio projects around inclusion and innovation

Generic

* Undertake research and act on listener and audience insights and regularly report to Head of Wellbeing and other relevant stakeholders
* Recruit a variety of volunteer presenters to produce a wide range of shows
* Promote radio station and Community Action Dacorum projects and work
* Increase the presence of the radio station at the Round House location (secondary broadcast site)
* Arrange and support Radio Dacorum Steering Group meetings
* Keep up to date with best practice and relevant legal requirements
* Develop and maintain excellent working relationships with technical partners to ensure more complicated technical issues are resolved in a timely manner

**Competency Level:** Level 3

2 Year Fixed Term contract

**Date of Issue:** September 2024