

# Job description: Morley Radio and Studios Assistant

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| **Status** | **Permanent** |
| **Base** | **North Kensington Centre**  *Post holder will be required to work across College sites and at other locations* |
| **Salary** | c£24,114  *It is our policy to normally appoint at the bottom of the salary scale* |
| **Hours of work**  **(per week)** | 36 hours per week |
| **Reports to** | *Morley Radio and Studios Manager* |
| **Manager to** | *No line management responsibility* |

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| **ROLE PURPOSE** |
| This role will work with the Morley Radio team supporting the creation and development of content specific to the local communities at the Chelsea, North Kensington and Waterloo Centres, as well as providing support with the scheduling of posts and content for Morley Radio’s social media channels and provide support for recording of podcasts and editing.  The post holder will also provide basic support service to the music production suites and recording studios across centres. |

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| **MAIN ACCOUNTABILITIES** |
| 1. Work alongside the Morley Radio and Studios Manager and Morley Radio Technician in maintaining the Recording Studios and Radio facilities across all centres, ensuring that these facilities are working efficiently and are fit for purpose. 2. Provide support with the running of radio productions, recording sessions, and Morley Radio related events. 3. Maintain radio programming logs, as required by the station manager, monitor the quality of incoming and outgoing signals, and adjust equipment as necessary to maintain quality of broadcast. 4. Liaise with and support studio users, including tutors, students and volunteers. 5. Support the creation of content for Morley Radio’s social media channels. 6. Organise as required the swift servicing and repair of equipment, its return and collection. 7. Collect and check goods received on arrival for quality and specification, and match delivery notes and invoices with original orders, and allocate appropriate storage.      1. Liaise with Morley Radio and Studios Manager in meeting equipment/software requirements for the teams and any reorganising of equipment etc that may be necessary from time to time. |

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| **GENERAL COLLEGE RESPONSIBILITIES** |
| 1. To attend relevant training and meetings as required. 2. To be committed to Continuous Professional Development (CPD), keeping up-to-date and meeting any annual requirement for CPD required of you professionally. 3. To contribute to the effective management and promotion of equality and diversity. 4. To work in accordance with the Health & Safety at Work Act and Safeguarding Procedures, ensuring the College is a safe environment for staff, students and visitors. 5. To work at all times in accordance with Morley College London’s policies and procedures. 6. To carry out such duties as may be required from time to time by the college that are appropriate to the grade of the post.   **Safeguarding children and vulnerable adults:**  The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with  This job description is not exhaustive and as such the post holder is expected to be flexible. Any changes of significance will only be made following a discussion with the post holder |

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| **WORKING WITH** |
| The postholder will, for the most part, work with the Morley Radio Team (Manager, Assistants and Technicians) but will also have contact with Programme Managers, sessional tutors, radio volunteers, facilities and IT staff, when necessary. |

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| **DBS STATUS** |
| This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check. |

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| **PERSON SPECIFICATION** |

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| Job Title: | **Morley Radio and Studios Assistant** |
| Essential Criteria: | |
| * A minimum L3 qualification in a relevant subject * Experience of producing content for podcast and radio shows * Experience in audio recording, editing or music production * Experience of working with audio equipment including (but not limited to) Adobe Audition, Axia Radio consoles and engines and Myriad or similar scheduling software. * Ability to fault-find, identifying correctly the erroneous or faulty areas of operation and report to Morley Radio Manager or Technician * Good administrative skills * Excellent organisational skills including the ability to work to short deadlines and prioritise own workload * Excellent interpersonal skills with the ability to work independently as well as contribute to the work of a team * Excellent communication skills with the ability to communicate clearly and concisely both verbally and in writing, (email, social media platforms) * Have a commitment to and be able to demonstrate knowledge of health & safety and equality and diversity as appropriate to the post. * A clear understanding of Safeguarding and Prevent and the ability to create and sustain a learning environment in which the safety and welfare of children and vulnerable adults is paramount | |
| Desirable Criteria | |
| * Knowledge and interest in a variety of music genres * Experience of working within an academic institution or similar | |

20/03/2024