



## Heritage Radio Station Manager (HRSM)

**Salary:** (depending on experience)

**Contract:** 12-month contract (reviewed after 12 months) with a six-month probationary period

An exciting opportunity has arisen for a full-time position as Heritage Radio Station Manager (HRSM) for the British Muslim Heritage Centre (BMHC). The successful candidate will join members of the Senior Management Team and report directly to the Chief Executive Officer.

The main focus will be the management and financial sustainability of Heritage Radio Station (HRS). The role will cut across various functions of the BMHC, including a wider input to the development of a BMHC Media and Marketing Communication Strategy. The role requires liaising with senior individuals within the public, private and voluntary sectors to create a powerful and consistent narrative that underpins the BMHC's vision and goals.

Main duties and responsibilities include: -

- Responsible for ensuring that HRS meets all its legal obligations and regulations as stipulated in its OFCOM Licence.
- The day-to-day running and operation of HRS including the management of HRS staff, volunteers and presenters.
- Dealing with promotions and advertising-related issues with both local and mainstream organisations.
- Monitoring and evaluating the quality of programmes that are broadcast on HRS and meet all statutory requirements and regulations with regard to programming.



- Recruitment, selection and training of new presenters, volunteers and other personnel for HRS.
- Networking with businesses, organisations and agencies to promote HRS in order to expand its market for radio advertising.
- Needs to be proficient with the Radio Automation Software (Myriad and Adobe Audition)

The ideal candidate will be highly organised with excellent verbal and written communication skills and will have experience in generating funds to sustain HRS.

You will need to be able to balance competing priorities, be flexible, focused and resilient, building positive relationships and confidence quickly.

You will need to demonstrate skills to implement new ideas to develop HRS and have excellent problem-solving skills.

You will need to demonstrate experience in radio management, supporting radio presenters and executive-level leaders, and be able to communicate professionally and effectively with a variety of people both within the organisation and externally.

The successful candidate will report to the Chief Executive Officer on a day-to-day basis; but will also have responsibility to support the Heritage Radio Station Steering Group.

If you wish to apply, please send your CV and a cover letter outlining how you meet the Person's Specifications and Job Description to the email below:

**5:00 pm, Monday 5<sup>th</sup> February 2024**

For further details / informal visits contact: [media@bmhc.org.uk](mailto:media@bmhc.org.uk)