



Head of Management Board

Role Description

PURPOSE

To oversee the Management Board and keep in touch with all developments in matters concerning the charity. To ensure that all members of the Management Board are fulfilling their roles sufficiently and chair Management Board meetings.

MAIN RESPONSIBILITIES

- Overseeing assignments provided to the Management Board
- Offering guidance and support to the Management Board
- Send regular reports to the Board of Trustees
- Time manage and help set projects priorities
- Chair Management Board meetings
- Provide feedback to individuals where needed
- Deal with escalated cases

DESIRABLE SKILLS

- Strong interpersonal skills
- Experience in project management
- Experience in team leadership and managing of others

LENGTH OF TERM

The Head of Management Board will always be appointed for a term of one year only. They can be immediately re-appointed for additional terms thereafter.

REPORTS TO

The Board of Trustees

MEETINGS

The Head of Management Board will be expected to meet with the rest of the Management Board in person a minimum of once a month.

EXPECTATIONS OF THE MANAGEMENT BOARD

- Attend and participate in meetings on a regular basis and events as able
- Willingness to work outside of role description to contribute to other areas
- Ability to communicate clearly to others
- Be alert to community concerns that can be addressed by Radio Harrow's mission
- Help communicate and promote Radio Harrow's mission to the community
- Understand and adhere to the policies and procedures of Radio Harrow
- Be a self-motivated individual with a positive outlook who enjoys teamwork



Volunteer Recruitment Manager

Role Description

PURPOSE

To promote awareness of volunteering opportunities at Radio Harrow across a variety of platforms. The role will require sifting through applications and regularly meeting potential volunteers to match them with suitable opportunities. Also holding large inductions and helping new volunteers settle in their roles.

MAIN RESPONSIBILITIES

- Managing volunteer recruitment processes and campaigns
- Advertising volunteering opportunities
- Creating attractive and engaging volunteer role descriptions and advertisements
- Promptly responding to successful volunteer applications
- Regularly holding professional and informative inductions for prospective volunteers
- Registering new volunteers on an online database
- Reviewing volunteer retention and making improvements where required
- Producing surveys

DESIRABLE SKILLS

- Experience in recruitment
- An understanding of charity and employment laws
- Confident public speaker

LENGTH OF TERM

The Volunteer Recruitment Manager will always be appointed for a term of one year only. They can be immediately re-appointed for additional terms thereafter.

REPORTS TO

Head of Management Board

MEETINGS

The Volunteer Recruitment Manager will be expected to meet with the rest of the Management Board in person a minimum of once a month.

EXPECTATIONS OF THE MANAGEMENT BOARD

- Attend and participate in meetings on a regular basis and events as able
- Willingness to work outside of role description to contribute to other areas
- Ability to communicate clearly to others
- Be alert to community concerns that can be addressed by Radio Harrow's mission
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Volunteers Liaison Manager

Role Description

PURPOSE

To be a figurehead and provide support to the membership regarding all aspects of their volunteering. The responsibility of this role includes managing members of the leadership teams, such as Studio Managers. The role also extends to encouraging volunteer development and celebrating success.

MAIN RESPONSIBILITIES

- Maintain and implement new policies and procedures where necessary
- Responsible for internal and third party volunteer reward schemes
- Continuously look for ways to celebrate volunteer achievements
- Manage leadership teams within Radio Harrow
- Support all volunteers and deal with issues, complaints and disciplinary procedures
- Monitoring new volunteers during probation before offering membership
- Supply materials and knowledge needed for all volunteers to carry out their duties

DESIRABLE SKILLS

- Excellent personable skills
- Experience in management

LENGTH OF TERM

The Volunteers Liaison Manager will always be appointed for a term of one year only. They can be immediately re-appointed for additional terms thereafter.

REPORTS TO

Head of Management Board

MEETINGS

The Volunteers Liaison Manager will be expected to meet with the rest of the Management Board in person a minimum of once a month.

EXPECTATIONS OF THE MANAGEMENT BOARD

- Attend and participate in meetings on a regular basis and events as able
- Willingness to work outside of role description to contribute to other areas
- Ability to communicate clearly to others
- Be alert to community concerns that can be addressed by Radio Harrow's mission
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Volunteers Administrator

Role Description

PURPOSE

To conduct all administration needs for the membership. To work with the Volunteer Recruitment Officer with the on boarding of new volunteers.

MAIN RESPONSIBILITIES

- Maintaining the Disclosure and Barring Service (DBS) account Radio Harrow hold
- Processing all DBS applications and making sure all volunteers have a valid DBS check
- Working with the NHS to provide ID badges and parking permits where necessary
- Notifying members of general meetings and AGM's
- Responsible for the taking and preparation of minutes for all official meetings

DESIRABLE SKILLS

- Short hand writing skills
- Data recording

LENGTH OF TERM

The Volunteers Administrator will always be appointed for a term of one year only. They can be immediately re-appointed for additional terms thereafter.

REPORTS TO

Head of Management Board

MEETINGS

The Volunteer Administrator will be expected to sit in the Board of Trustees meetings, which take place a minimum of every three months. They are also expected at Management Board meetings, which take place a minimum of once a month.

EXPECTATIONS OF THE MANAGEMENT BOARD

- Attend and participate in meetings on a regular basis and events as able

- Willingness to work outside of role description to contribute to other areas
- Ability to communicate clearly to others
- Be alert to community concerns that can be addressed by Radio Harrow's mission
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Grants and Sponsorship Manager

Role Description

PURPOSE

To raise funds for the charity through donations, grants and sponsorship. To engage members and the public in new ways to support Radio Harrow.

MAIN RESPONSIBILITIES

- Source out grants and complete relevant applications on behalf of Radio Harrow
- Help meet financial forecasts set by the Board of Trustees
- Seek out new avenues for potential raising of funds
- Encourage volunteers to get involved with fundraising
- Work with local businesses on potential sponsorship opportunities
- Create bonds within the community and help shape the reputation of Radio Harrow

DESIRABLE SKILLS

- An understanding of grant management
- Excellent writing skills

LENGTH OF TERM

The Grants and Sponsorship Manager will always be appointed for a term of one year only. They can be immediately re-appointed for additional terms thereafter.

REPORTS TO

Head of Management Board

MEETINGS

The Grants and Sponsorship Manager will be expected to meet with the rest of the Management Board in person a minimum of once a month.

EXPECTATIONS OF THE MANAGEMENT BOARD

- Attend and participate in meetings on a regular basis and events as able

- Willingness to work outside of role description to contribute to other areas
- Ability to communicate clearly to others
- Be alert to community concerns that can be addressed by Radio Harrow's mission
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Fundraising and Events Manager

Role Description

PURPOSE

To raise money for the charity through fundraising events, whilst engaging members and the public in new ways to support Radio Harrow. To organise general events to generate publicity for Radio Harrow.

MAIN RESPONSIBILITIES

- Create engaging fundraising activities and events for the volunteers and public
- Help meet financial forecasts set by the Board of Trustees
- Seek out new avenues for potential raising of funds
- Encourage volunteers to get involved with fundraising
- Create social activities for volunteers and the public to help generate publicity
- Work with other local organisations to involve us in community events
- Create bonds within the community and help shape the reputation of Radio Harrow

DESIRABLE SKILLS

- Experience in managing small and large scale events
- Working with third parties

LENGTH OF TERM

The Fundraising and Events Manager will always be appointed for a term of one year only. They can be immediately re-appointed for additional terms thereafter.

REPORTS TO

Head of Management Board

MEETINGS

The Fundraising and Events Manager will be expected to meet with the rest of the Management Board in person a minimum of once a month.

EXPECTATIONS OF THE MANAGEMENT BOARD

- Attend and participate in meetings on a regular basis and events as able
- Willingness to work outside of role description to contribute to other areas
- Ability to communicate clearly to others
- Be alert to community concerns that can be addressed by Radio Harrow's mission
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Programme Manager

Role Description

PURPOSE

To manage on air schedules and monitor professional broadcast quality in the output for Radio Harrow. To shape the programming of the station, which involves understanding the diverse audience demographic. The role includes training members in presenting, engineering and producing shows. The role takes control of all programming, promotions and advertising as well as ensuring that the station follows all legal regulations and guidelines.

MAIN RESPONSIBILITIES

- Creating and maintaining a full dynamic on air schedule
- Regular auditing of shows to make sure they are focusing on health and wellbeing
- Providing training to members in engineering, presenting and producing
- Helping to ensure smooth running of internal and external special events
- Exploring innovative ways to constantly improve our output
- Helping shape the sound of the station through the consistency between shows
- Conducting voice tests and ultimately deciding who is fit for broadcast
- Making sure the website is updated with the latest schedule

DESIRABLE SKILLS

- An eclectic knowledge of different genres of music including modern
- A broad range of technical skills
- Experience in training others

LENGTH OF TERM

The Programme Manager will always be appointed for a term of one year only. They can be immediately re-appointed for additional terms thereafter.

REPORTS TO

Head of Management Board

MEETINGS

The Programme Manager will be expected to meet with the rest of the Management Board in person a minimum of once a month.

EXPECTATIONS OF THE MANAGEMENT BOARD

- Attend and participate in meetings on a regular basis and events as able
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Imaging Manager

Role Description

PURPOSE

To create and develop overall audio imaging and branding, for example jingles, beds, adverts, promotions etc... and ensuring the identity is carried through all broadcasts and events. They will also be in charge of the music library.

MAIN RESPONSIBILITIES

- Working with third party companies on producing jingles
- Creatively forming the sound of the radio station
- Ensuring all aspects of sound is consistent including promos, beds and adverts
- Creating the jingles and promotions when needed via specialist software
- Keeping the music library up to date with modern songs and requested tracks
- Forming brand guidelines to aid others in creating personal audio material

DESIRABLE SKILLS

- Proficient in Audacity, Adobe Audition or similar professional audio products
- Knowledge of radio styles and brands
- An eclectic knowledge of different genres of music including modern

LENGTH OF TERM

The Imaging Manager will always be appointed for a term of one year only. They can be immediately re-appointed for additional terms thereafter.

REPORTS TO

Head of Management Board

MEETINGS

The Imaging Manager will be expected to meet with the rest of the Management Board in person a minimum of once a month.

EXPECTATIONS OF THE MANAGEMENT BOARD

- Attend and participate in meetings on a regular basis and events as able
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- Ability to communicate clearly to others
- Be alert to community concerns that can be addressed by Radio Harrow's mission
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Finance Manager

Role Description

PURPOSE

To oversee the financial affairs of the charity and ensure they are legal, constitutional and within accepted accounting practice. To ensure proper records are kept and that effective financial procedures are in place whilst monitoring and reporting on the financial health of Radio Harrow when requested.

MAIN RESPONSIBILITIES

- Keep accurate and up to date accounts using an agreed accounting system
- Ensure Radio Harrow meet all their financial legal obligations
- Liaise with Radio Harrow's bank to continue a smooth running of the charity
- Oversee the production of any financial reports and accounts when requested
- Supply annual accounts to the Charity Commission
- Be responsible for the collection of all membership subscription fees
- Manage spending within the agreed budget by the Board of Trustees
- Lead on appointing and liaising with auditors or an independent examiner
- Maintain the petty cash system and regularly process petty cash claims
- Arrange payments to creditors as appropriate

DESIRABLE SKILLS

- Knowledge and experience of current and fundraising finance
- Experiencing of bookkeeping and financial management
- Experience in using financial software
- Good financial analysis skills
- An understanding of charity law

LENGTH OF TERM

The Finance Manager will always be appointed for a term of one year only. They can be immediately re-appointed for additional terms thereafter.

REPORTS TO

Head of Management Board

MEETINGS

The Finance Manager will be expected to meet with the rest of the Management Board in person a minimum of once a month.

EXPECTATIONS OF THE MANAGEMENT BOARD

- Attend and participate in meetings on a regular basis and events as able
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- Be a self-motivated individual with a positive outlook who enjoys teamwork



Technical and Facilities Manager

Role Description

PURPOSE

To engineer and maintain all broadcast systems and infrastructure at Radio Harrow. The role will require proactive and planned maintenance of systems and will include the requirement to be available in response to emergency conditions impacting the ability of Radio Harrow to conduct its charitable objects.

MAIN RESPONSIBILITIES

- Design and maintenance of broadcast systems and infrastructure
- Emergency response to critical faults
- Delivering training on new and upgraded systems
- Advising the Board of Trustees on technical systems
- Working with third parties as necessary to conduct business associated with the role
- Complying with legal and regulatory conditions
- Maintenance of Radio Harrow's owned facilities
- Management of agreements between Radio Harrow and third parties

DESIRABLE SKILLS

- Knowledge of broadcast infrastructure
- Ability to design complex broadcast systems
- Ability to perform a methodical routine maintenance approach
- Ability to analyse and resolve issues within the broadcast environment

LENGTH OF TERM

The Technical and Facilities Manager will always be appointed for a term of one year only. They can be immediately re-appointed for additional terms thereafter.

REPORTS TO

Head of Management Board

MEETINGS

The Technical and Facilities Manager will be expected to meet with the rest of the Management Board in person a minimum of once a month.

EXPECTATIONS OF THE MANAGEMENT BOARD

- Attend and participate in meetings on a regular basis and events as able
- Willingness to work outside of role description to contribute to other areas
- Ability to communicate clearly to others
- Be alert to community concerns that can be addressed by Radio Harrow's mission
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- Understand and adhere to the policies and procedures of Radio Harrow
- Be a self-motivated individual with a positive outlook who enjoys teamwork



Information Technology Manager

Role Description

PURPOSE

To engineer and maintain all the Telecommunications and IT systems in use at Radio Harrow. The role will require proactive and planned maintenance of systems and will include the requirement to be available in response to emergency conditions impacting the ability of Radio Harrow to conduct its charitable objectives.

MAIN RESPONSIBILITIES

- Design and maintenance of Telecommunications and IT systems
- Emergency response to critical faults
- Delivering training on new and upgraded systems
- Advising the Board of Trustees on IT systems
- Working with third parties as necessary to conduct business associated with the role
- Complying with legal and regulatory conditions

DESIRABLE SKILLS

- Installation, configuration and maintenance of Microsoft Windows server
- Managed Windows desktop environment, including AD and SSO
- Familiar with Linux server, Apache, MySQL and PHP services
- Internet broadcast streaming servers (e.g. Icecast, Shoutcast)
- vSphere ESXi, FreeNAS (CIFS) and FreePBX (VOIP)
- Networking infrastructure including general networking and Cisco IOS.

LENGTH OF TERM

The Information Technology Manager will always be appointed for a term of one year only. They can be immediately re-appointed for additional terms thereafter.

REPORTS TO

Head of Management Board

MEETINGS

The Information Technology Manager will be expected to meet with the rest of the Management Board in person a minimum of once a month.

EXPECTATIONS OF THE MANAGEMENT BOARD

- Attend and participate in meetings on a regular basis and events as able
- Willingness to work outside of role description to contribute to other areas
- Ability to communicate clearly to others
- Be alert to community concerns that can be addressed by Radio Harrow's mission
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- Be a self-motivated individual with a positive outlook who enjoys teamwork



Communications Manager

Role Description

PURPOSE

To provide an editorial and creative voice for Radio Harrow, liaising with internal and external stakeholders regarding promotion of the charity. To be a spokesperson for the charity.

MAIN RESPONSIBILITIES

- Updating and creating content on any official websites under Radio Harrow
- Manage day-to-day interactions with supporters and contacts via social media
- Develop and maintain social media strategies whilst monitoring online activity
- Grow social media and website audiences
- Draft and send out press releases to the media
- Manage the content creation and creative strategy of publications
- Liaise with internal and external stakeholders such as the NHS and local councils
- Regulate and seek advertising opportunities that promotes Radio Harrow's services
- Photo editing of images when needed
- Lead promotion and gathering of promotional material for events Radio Harrow hold

DESIRABLE SKILLS

- Excellent editorial and proofing skills
- An understanding of social media
- Keeping on top of technological advancements in order to grow the charity
- Well spoken with a good appearance and manner to work with

LENGTH OF TERM

The Communications Manager will always be appointed for a term of one year only. They can be immediately re-appointed for additional terms thereafter.

REPORTS TO

Head of Management Board

MEETINGS

The Communications Manager will be expected to meet with the rest of the Management Board in person a minimum of once a month.

EXPECTATIONS OF THE MANAGEMENT BOARD

- Attend and participate in meetings on a regular basis and events as able
- Willingness to work outside of role description to contribute to other areas
- Ability to communicate clearly to others
- Be alert to community concerns that can be addressed by Radio Harrow's mission
- Help communicate and promote Radio Harrow's mission to the community
- Understand and adhere to the policies and procedures of Radio Harrow
- Be a self-motivated individual with a positive outlook who enjoys teamwork



Marketing Manager

Role Description

PURPOSE

To source out advertising and promotional opportunities for Radio Harrow, in order to enable high exposure to the local community. The role also focuses heavily on promotion for events.

MAIN RESPONSIBILITIES

- Seeking advertising and promotional opportunities for Radio Harrow
- Create attractive and engaging ways to promote fundraising and publicity events
- Photo editing of images when needed
- Organising promotional material for Radio Harrow events
- Commissioning video and photography sessions when needed
- Working closely with the Communications Manager to help create online content
- Internal marketing of important information for volunteers

DESIRABLE SKILLS

- A background in marketing for small organisations/charities
- Deep understanding of promotional materials
- An understanding of social media
- Keeping on top of technological advancements in order to grow the organisation

LENGTH OF TERM

The Marketing Manager will always be appointed for a term of one year only. They can be immediately re-appointed for additional terms thereafter.

REPORTS TO

Head of Management Board

MEETINGS

The Marketing Manager will be expected to meet with the rest of the Management Board in person a minimum of once a month.

EXPECTATIONS OF THE MANAGEMENT BOARD

- Attend and participate in meetings on a regular basis and events as able
- Willingness to work outside of role description to contribute to other areas
- Ability to communicate clearly to others
- Be alert to community concerns that can be addressed by Radio Harrow's mission
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Volunteers Representative (Non Managerial Position)

Role Description

PURPOSE

This role does not sit on the Management Board. It's to be a fair voice for the membership. Observe the Board of Trustees meetings to ensure that membership concerns are being addressed and that the thoughts of the volunteers are being considered. To regularly provide direct feedback to the Board of Trustees on behalf of the volunteers.

MAIN RESPONSIBILITIES

- Receive thoughts, ideas and concerns from the membership
- Raise any thoughts, ideas or concerns to the Board of Trustees
- Speak openly and truthfully at meetings
- Observe meetings from both the Management Board and Board of Trustees

DESIRABLE SKILLS

- Strong communication skills
- Strong interpersonal skills

LENGTH OF TERM

The Volunteers Representative will always be appointed for a term of one year only. They can be immediately re-appointed for additional terms thereafter.

MEETINGS

The Volunteers Representative will be expected to sit in the Board of Trustees meetings, which take place a minimum of every three months. They may also sit in on Management Board meetings, which take place a minimum of once a month.