| Organisation Name: | Reform Radio |
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| Organisation Website: | www.reformradio.co.uk |
| Organisation Address: | Bonded Warehouse, 18 Lower Byrom Street, Manchester, M3 4AP |
| Organisation Description: | |
| We’re a multi-award winning online radio station and arts organisation working with local  creatives, DJs and young people to develop and showcase new work via our online  platforms. This large, active community works together to create all the content on  Reform Radio, supported by regular outside broadcasts within the city, as well as specially  recorded shows from artists across the globe.  We’ve been repeatedly recognised by MixCloud as one of the top five radio stations in  Europe at their Online Radio Awards. In 2019 we won Gold for Best Business Partnership  alongside Allied London at the Manchester Culture Awards, a culmination of five years  work to ensure the cultural democracy of new city centre development Enterprise City.  Reform Radio is more than just an online station. We’re a revolutionary not-for-profit that  uses the engagement of radio to work with and develop new skills in young people  struggling to find employment. Our radio community supports the wider community; and  so it goes around. We’re dedicated to not only developing people for sustained  employment but also for developing the next generation of creatives for both the radio  and artistic industries. We’re also innovators in new content and forms of collaboration  and are always keen to test out new ideas across our platforms. | |
| Role Title: | Engagement Support |
| How Many Positions Are Available: | 3 |
| Max. Number of Referrals Per Job: | 20 |
| Closing Date: | 28/02/22 |
| Hours Per Week: | Minimum 25 |
| Working Pattern: | Monday - Friday |
| Salary: | National Living Wage |
| Outline of main role & responsibilities: | |
| The role of the Engagement Support will be to discover, reach and recruit new participants from Greater Manchester to attend workshops and to ensure the correct eligibility of participants. They will develop new community links, build new relationships and networks on behalf of Reform Radio and increase the awareness of the work of Reform Radio within communities and across JCP.  In addition, they will support the journey and smooth transition of a young person starting on a Reform Radio programme, complete all necessary paperwork, and follow all systems relating to the Engagement Support’s role on time and to a high standard. The Engagement Support must follow all safeguarding procedures, attend all training as requested by Reform Radio and correctly log, systemise and organise recruitment for Reform Radio projects. | |
| **Essential** skills, knowledge and qualities required: | |
| * Excellent email and telecommunication skills. * Excellent organisational skills. * Experience of work within community settings. * Experience of working with young people. | |
| **Desirable** skills, knowledge and qualities required: | |
| * Experience of running creative workshops. * Experience of planning and delivering presentations. * Good use of any of the following Excel, Google Drive or CPOMs (or other data management systems). * A good knowledge of Greater Manchester’s geographical areas and agencies.  * Full UK Drivers Licence. | |
| Employment Support: | |
| All eligible applicants will be invited to Reform Radio for an initial pre-interview skills workshop.  Successful applicants will access the following throughout their placements:   * Wellbeing support from appropriately qualified professionals. * CV and progression support, including regular ‘work club’ and opportunities to meet other employers. * Support with digital barriers where remote working is required. * Ongoing pastoral support, in the form of check-ins from Reform Radio staff. | |

| Main Contact Details | |
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| Name: | Rachel Roger |
| E-mail address: | kickstart@reformradio.co.uk |
| Telephone number: | 0161 806 0879 |
| Company address: | Bonded Warehouse, 18 Lower Byrom Street, Manchester, M3 4AP |

**Kickstart Eligibility -** 18-24 years old and claiming universal credit, not currently in employment or education.