



# REFORM RADIO

## **JOIN THE REFORM RADIO TEAM AS OUR NEW ENGAGEMENT MANAGER.**

There is an exciting opportunity to join the Reform Radio team in Manchester, as our new Engagement Manager. We're a growing community interest company and award-winning online and digital radio station, dedicated to supporting young people to access cultural opportunities and career pathways in the creative industries. When leading our Young Person Team you'll be integral to engaging with young people and organisations around Greater Manchester and North of the UK to support participants on to our variety of creative programmes and workshops. Our ideal candidate will have experience of working with young people from a variety of backgrounds and across differing community settings, including Reform Radio and online. We're committed to supporting young people from underrepresented and underserved groups within the creative industries, and therefore encourage applications from individuals from these groups.

Reform Radio support young unemployed adults aged 18 - 30 from Greater Manchester. The Engagement Manager would lead a team of up to 5 people, to engage these young people, introduce them to courses at Reform Radio and attendance of those courses. We specialise in running employment courses that use podcasting, radio and music as a tool of engagement.

Post course the Engagement Manager would support their team to work with their individual cohort of young people for up to 6 months. They will help them to strategise on recruitment, develop and work with young people through action plans, manage high level safeguarding referrals, while offering training, development and ongoing opportunities to the team.

The Engagement Manager will report directly to Directors and work alongside our Wellbeing Manager and as part of the Management team.

If you'd like to chat about this opportunity, please contact Lewys, Head of Quality Assurance, on [lewys@reformradio.co.uk](mailto:lewys@reformradio.co.uk) or on 0161 806 0879. The job description and person spec are also available as an audio file, and we're happy to accept applications in written format, audio or video.

At Reform Radio CIC we celebrate diversity. To that end, we proactively encourage any applicants who are from less represented backgrounds in the Radio Industry to apply for this role. We are actively anti-discriminatory, so please know that at our company we treat all our employees with equal respect regardless of race, religious background, gender identity, disability or sexual orientation.

## FURTHER INFORMATION

Organisation Name: Reform Radio CIC
Organisation Website: <a href="http://www.reformradio.co.uk">www.reformradio.co.uk</a>
Organisation Address: Bonded Warehouse, 18 Lower Byrom Street, Manchester, M3 4AP

### ABOUT REFORM RADIO

We're a multi-award winning online radio station and a newly appointed NPO 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 recognised by MixCloud as one of the top five radio stations in Europe at their Online Radio Awards. In 2021 we won People's Choice Award at the Manchester Culture Awards and Outstanding Project at the Youth Music Awards.

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 the development and support of young 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.

### Our Vision

That all young people have the opportunity to reach their full potential.

### Our Values

Creativity, Community and Collaboration.

### Resources

Reform Radio 2022 Round Up Video -  [Reform Radio Round Up 2022](https://www.youtube.com/watch?v=JyfJLjyfJyf)

Reform Radio Projects - <https://www.reformradio.co.uk/projects/>

Reform Radio Blog - <https://www.reformradio.co.uk/blog/>

## **JOB DETAILS:**

Hours: 30 - 40hrs/week - This role is generally Monday to Friday, 9am-5pm, but some weekend and evening work is required.

Salary: £12.50 per hour

Annual Leave: 21 - 28 days + your birthday based on contracted hours

Pension: Nest Pension scheme

Location: This role is mainly office based, with some place based work and some flexibility to work from home when required by Senior Management.

Address: Bonded Warehouse, 18 Lower Byrom St, Manchester, M3, 4AP.

## **ROLE DESCRIPTION:**

The role of the Engagement Manager will be to;

- To discover, reach and recruit new participants mainly from Greater Manchester / North of England to attend workshops, and monitor recruitment numbers on projects and ensure compliance with funders requirements.
- To develop new community links, build new relationships and networks on behalf of Reform Radio.
- To increase the awareness of the work of Reform Radio within communities, organisations and across JCP+ across Greater Manchester and the UK.
- To support the journey and smooth transition of a young person starting on a Reform Radio programme.
- Quality check the progression of a young person and ensure effective signposting.
- To complete all necessary paperwork, and follow all systems relating to initial engagement, pastoral support and employability support, on time and to a high standard.
- Be a part of the Safeguarding Lead team and advise YP Team and participants on correct procedures to follow. This may require making safeguarding referrals to Local Authority.
- To attend all training as requested by Reform Radio.
- To work with Directors, managers and all of the team at Reform Radio to coordinate and deliver training, workshops and presentations where required.
- Project observations, planning support and delivery from time to time.
- To manage and support the YP team effectively including weekly meetings and strategic planning, as well as troubleshooting day to day, distributing rotas and duties to the team, including freelancers.
- Liaise with Marketing team and Station manager to review and develop flyers, targeted social media and announcements and comms with partners.
- Leading staff, freelancer and volunteer inductions where required
- To be flexible to working evening and weekends
- Set up and packdown space
- Managing the YP team inventory
- Lead on tours with external guests and young people.
- Source and attend external events i.e. jobs fairs, funders events etc.
- Evaluate systems and offer alternatives.
- Champion and uphold the values and vision of Reform Radio at all times.
- To read and comply with our policies, contracts and staff handbook.
- To support the wider organisational duties when required.

## **PERSON SPECIFICATION**

### **Essential skills, knowledge and qualities required:**

- Experience of working with 16 - 30 year olds though this will not be the exclusive age range
- Experience of running creative workshops for young people
- Experience of safeguarding participants
- Experience working in community settings
- Experience in building and maintaining relationships with young people and organisations
- Good use of any of the following Excel, Google Drive (or other data management systems)
- Excellent email, telecommunication skills and general communication skills, this includes in person.
- Excellent organisational skills and working to deadlines
- Excellent time management skills
- Confidence in public speaking
- Undertake an Enhanced DBS Check

### **Desirable skills, knowledge and qualities required:**

- Experience of working with local authority bodies.
- Knowledge of Greater Manchester based organisations who support with homelessness, housing, care leavers, food packages, mental health, employment support and substance misuse.
- Experience of working with development plans for young people or staff
- Leading of strategic processes for the recruitment of young people
- Experience in a management role
- History of handling difficult conversations
- Ability to multitask
- Ability to problem solve
- Use of Mailchimp or equivalent
- Experience writing Risk Assessments
- Full UK Drivers License
- Use of CRM systems

## CONTACT DETAILS

Name: Lewys Stocks, Head of Quality Assurance

E-mail address: [lewys@reformradio.co.uk](mailto:lewys@reformradio.co.uk)

Telephone number: 0161 806 0879 // 07784 797 203

Company address: Bonded Warehouse, 18 Lower Byrom Street, Manchester, M3 4AP

## HOW TO APPLY

Closing dates for applicants: 21st Sept 2023 by 10am

Stage 1: Interviews will take place between 9am & 1pm on Thursday 28th September at Reform Radio.

E-mail address: [lewys@reformradio.co.uk](mailto:lewys@reformradio.co.uk)

Please answer the following questions in either:

- Written format (max 2 pages of A4)
- A video or audio file (max 5 minutes)

- 1) Your name and contact details
- 2) Position applying for
- 3) Why are you interested in the role?
- 4) What skills, experience and training do you bring to the role? Please reference the essential and desirable skills listed above, in order.
- 5) Why are you the best person for this job?

If you have any other access needs/requirements or if you are facing any barriers in applying for this role that we can help remove then please get in touch via the contact details above.

As a **Disability Confident** employer we are committed to offering an interview to applicants who declare they have a disability, if they meet the minimum criteria for the job (essential skills and experience). If you would like to declare you have a disability, please note this in your application document/file or in your application email (no further details are required regarding your disability).

### Equal Opportunities Monitoring Form:

As part of Reform Radio's Equality, Diversity and Inclusivity policy and action plan we require job applicants to complete this form. These forms help us to evaluate if employment in Reform Radio is fair and open to all parts of our communities. This form is for monitoring purposes and any information provided does not form part of a job application, and is not linked to individual personnel records. All data is separated and anonymised.

Link to complete the anonymous online form:

[https://docs.google.com/forms/d/e/1FAIpQLScWx9zbPG6WfRpw5txmp9o0XIopsBUI4HeS0HHsX0c4HAcRig/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScWx9zbPG6WfRpw5txmp9o0XIopsBUI4HeS0HHsX0c4HAcRig/viewform?usp=sf_link)

Thank you for your interest in this job opportunity at Reform Radio.  
To sign up to our mailing list, head to our website [www.reformradio.co.uk](http://www.reformradio.co.uk)

