

JOB DESCRIPTION : Part time Broadcast Journalist

Employer: United Christian Broadcasters Limited

Reporting to: Head of News & Current Affairs

Location: United Christian Broadcasters Limited, Broadcasting Centre, Hanchurch Lane, Stoke-on-Trent ST4 8RY

Hours: Part time, 21.75 hours per week over three days
Shift patterns will apply

Main Purpose of Job:

- To be part of the news team responsible for compiling and presenting:
- Live daily news bulletins and half hour headlines
- Live daily news inserts (two-ways with presenters)
- Live daily news programmes (15 mins)
- Recorded news interviews and clips for bulletins
- Original news gathering
- To report on the day's news for UCB radio ensuring this is in line with the UCB's Vision, Mission, Values and Strategic goals & objectives.
- To provide holiday & absence cover as required through News and Current Affairs team.
- The post holder will be a committed Christian who will work to deliver a distinctly Christian service for UCB and its supporters, ensuring programme content for recording or on air delivery is consistent with Christian standards and that relevant biblical teaching has been correctly interpreted and applied.

Position in Organisation:

Reports to Head of News & Current Affairs

Works closely with Broadcast Journalist Colleagues, Current Affairs Producer, Assistant Producer/Testimonies Journalist, Head of Radio, Head of Radio Services, Presenters

Duties:

To ensure UCB news and current affairs programmes are consistent with UCB policies, UK codes of broadcasting practice, OFCOM regulations and with UK broadcast law

- To research, write/script, edit and present news and current affairs bulletins and programmes as required.
- To set up, record and edit interviews.
- To be a contributing member of the News team.
- To interface with other UCB departments to assist cross-functional communication and co-operation.
- To be involved with outside broadcasts as well as recording news items and interviews from external locations.
- To operate broadcasting equipment including portable recording equipment.
- To be available to prepare and carry out an on-air shift as it appears on the roster.

- Have knowledge of relevant audiences and be aware of the cultural and other sensitivities including religious, political, social and community issues.
- To be available for the voicing of station spots, etc
- Undertake training (on the job, in-house or external) as required to improve skills.
- Attend team and staff meetings as required.
- To complete other duties that are reasonable and within your capabilities, as requested by your team leader

Qualifications, Knowledge, Experience and Skills:

- Appropriate qualification in Journalism or relevant media degree or be able to demonstrate equivalent experience
- Strong communication skills both written and oral
- Strong administration and organisational skills with the ability to prioritise a busy and deadline driven workload
- Excellent attention to detail and accuracy with strong editing and proof reading skills
- Good understanding of current events
- Ability to multi-task

Person Specification:

- Be an Ambassador for Christ and advocate for the ministry and work of UCB.
- The commitment to participate in regular prayer time in order to promote team unity
- To be prepared to witness to the life-changing message of Jesus and lead people to Christ as appropriate
- To develop ways of introducing UCB's story in a manner that is relevant and engaging.
- Must be flexible and have a positive can-do attitude
- Must enjoy working with people, be approachable and work well within a team

Dated: April 2019

This Job Description does not form part of your Contract of Employment.