

**JOB TITLE:** Broadcast Journalist (12-month fixed term trainee contract)

**Employer:** United Christian Broadcasters Limited

**Reporting to:** News & Current Affairs Editor

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

**Hours:** Full time, 36.25 hours per week  
Flexibility of hours will be required (that may include some weekend working)

**Main Purpose of the Job:**

To be part of the UCB news team responsible for researching, recording and presenting news content across a variety of UCB platforms.

**Position in Organisation:**

Reports to News & Current Affairs Editor

Works closely with the Broadcast Journalists, Current Affairs Producers and Programme Presenters

**Duties and Key Responsibilities:**

- Ensure UCB news and current affairs content is consistent with UCB policies, UK codes of broadcasting practice, OFCOM regulations and with UK broadcast law
- With supervision, report on the day's news across UCB's platforms ensuring this is in line with UCB's Vision, Mission, Values and Strategic goals & objectives
- Have knowledge of relevant audiences and be aware of the cultural and other sensitivities including religious, political, social and community issues.
- With supervision, research, write/script, edit and present news content for radio, online, the app, social media and podcasts
- With supervision, produce and present:
  - Live / pre-recorded daily news bulletins and half hour headlines
  - Live / pre-recorded daily news features (e.g. interviews, radio packages, voice pieces or two-ways with presenters)
  - Recorded news interviews and clips for bulletins
- With supervision, be responsible for arranging and scheduling interviews to record and edit for imminent broadcast deadlines alongside other on-air duties, e.g. bulletins
- Contribute creative and original news and current affairs ideas to the team
- Be available to prepare and carry out an on-air shift as it appears on the rota
- Be able to participate in outside broadcasts, as well as recording news items and interviews from external locations
- With supervision, operate broadcasting equipment, including portable recording equipment
- Be able to interface with other UCB departments to assist cross-functional communication and co-operation

- Be available for the voicing of radio station content, e.g. spots
- Undertake training (in-house or external) as required to improve skills
- Be alert to testimonies or impact stories from UCB readers, listeners and supporters, forwarding them to the Testimony Lead
- Support all of UCB's fundraising activities and events - whether in prayer and/or directly in participation
- 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:**

- Can demonstrate genuine knowledge and understanding of news and current affairs
- GCSE English, Maths and Science (Grades A\*-B) or equivalent
- Strong communication skills both written and oral
- Ability to write creatively in an engaging manner, adapt, produce and translate with accuracy, clarity and style appropriate to the UCB audience
- The flexibility and adaptability to sustain performance, particularly under pressure to meet multiple deadlines and changing priorities and circumstances
- Strong research, administration and organisational skills
- Excellent attention to detail and accuracy with strong editing and proof reading skills
- To have an understanding of social media and podcasts
- To be able to quickly learn new technologies

### **Person Specification:**

- Be an Ambassador of Christ and advocate for the ministry and work of UCB
- Christian service to UCB and its supporters, ensuring all content for recording or on-air delivery is consistent with UCB's vision
- 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.
- Good at building and maintaining professional relationships
- Creativity, resilience, flexibility, reliability, 'can do' approach, initiative, positivity
- Must enjoy working with people, be approachable and work well within a team

Dated: March 2024

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