

**JOB TITLE:** Assistant News and Current Affairs Producer (12-month fixed term 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

**Main Purpose of the Job:**

The post holder will generate content ideas, provide in-depth research, coordinate bookings with interviewees, assist with radio scripts and carry out recordings suitable for the Current Affairs Programme (UCB 1's Talking Point) and UCB News, which involves 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
- Have knowledge of relevant audiences and be aware of the cultural and other sensitivities including religious, political, social and community issues
- Contribute creative and original news and current affairs ideas
- Be responsible for coordinating and scheduling interviews for imminent broadcast deadlines
- Be able to research, write/script, record and edit news and current affairs content for radio, online, the app, social media and podcasts.
- To assist in creating a successful current affairs programme, with consideration of the different radio components, format and balance.
- Be able to initiate, establish and maintain working relationships, both internally and externally with press officers, PR companies, organizations, ministries and denominations at all levels.
- To assist in ensuring accurate and appropriate programme schedules are kept so that they can be readily followed by the presenter, referred back to in case of any inquiry regarding the broadcast and the components re-broadcast if required at a later date.
- Be experienced in operating 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
- Educated to degree level in a relevant subject i.e. Journalism or Media or ability to show equivalent experience.
- GCSE English, Maths and Science (Grades A\*-B / 9-6) 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
- To be able to use audio editing software
- 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: September 2024

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