

Head of Phantom Radio

Phantom Committee – Union of Students

Role details

Time Commitment: Varying throughout the year with an average of 5-10 hours a week

Responsible to: Vice President (Community) and Phantom Radio members

Ideal personal qualities

- Great organizational skills
- Driven and motivated
- Good communication skills
- Able to balance multiple projects at once
- Radio production skills
- Able to work well leading a team

Duties and responsibilities

- To be the official representative of Phantom Radio
- Manage the workload of the Phantom Radio Committee
- To recruit and interview the rest of the Radio Committee with a member of staff, if the roles are not filled in the first block of interviews
- Work with the Social Media Account Manager and post out regular content about the radio station.
- Write monthly blogs on the website about phantom radio
- Plan the year out with the events planner and make sure we have a full schedule of new and exciting events.
- Sit on the Executive Committee of Phantom Media to represent Phantom Radio members, and chair the meeting when required
- Liaise with the Head of Marketing to organize paid advertising to be broadcasted
- Ensure that Phantom Radio upholds an excellent reputation and that members conduct themselves in a professional manner on air
- Chair regular meetings with the Phantom Radio Committee
- Encourage the wider student body to get involved with Phantom Radio
- Ensure the radio station is independent and all broadcasts are well balanced without bias
- Ensure the Studio is kept tidy by all who use it

Opportunities

- A unique opportunity to lead the team that produces Phantom Radio
- Gain skills in producing radio content
- Oversee all student radio output via Phantom Media

Benefits

- Gain a wide range of practical skills that will make you more employable
- Practical experience of being part of a team and report writing
- Gain knowledge in editing and producing material for radio
- Relevant training/on-going personal development

Beneficial previous experience

- Experience in radio production
- Experience in leading a team

Training and support

- You will have access to a range of training with the Union and can request external training and trips to networking events