

Station Manager (39 hours per week)

Accountable to the Board of Directors of Claremorris Community Radio CLG, to whom he/she reports

Main Function

The Station manager ensures the smooth day to day running of Claremorris Community Radio and oversees and coordinates the continuous, multifaceted operations, assuring compliance with broadcasting standards, requirements of funders and regulators and relevant laws and regulations. He/she is responsible for the financial viability of the Station and ensures that all funds are used in line with contractual and legal obligations. The successful candidate will have a particular interest in community development and will play a major role in developing and a long-term strategic plan that seeks to provide a social benefit to the community. He/she acts as an ambassador for Claremorris Community Radio, develops and maintains links that will serve the Station and promotes the Station through public campaigns and at events. He/she operates in a manner that is in line with the ethos of community media and strives to maintain a participative work environment for staff and volunteers.

Key Responsibilities of the post

PROGRAMMING & TECHNICAL

- Ensures that all programmes comply with Claremorris Community Radio's Broadcasting license agreement, Broadcasting act and the ARMAC charter.
- Ensures station programmes, advertising, community notices and broadcast features are produced to suitable standard.
- Ensures that all presenters, staff and volunteers are aware of libel and slander, behave on-air in an appropriate manner and abide by Claremorris Community Radio's Policies and Procedures.
- Co-ordinates and administrates production of schedules, archiving of all broadcast material and organises technical support to service users, special needs and training projects.
- Organises and supports outreach and outside broadcast projects and develops further means to enhance stations visibility in the community.
- Oversees the maintenance and proper use of all equipment and keeps studios and station equipment in working order.
- Troubleshoots problems in the operation of the station.

BUDGET & FINANCIAL MANAGEMENT

- In co-ordination with the Board and Income, Marketing and PR Officer develops and implements an effective sales and marketing strategy for the station.
- Advances advertising and funding potential by networking with businesses, agencies and organisations as well as regularly meeting and greeting potential customers, clients and funders.
- Is responsible for income targets for traded income being met with.
- Is responsible for successful grant applications, contracting and reports for funding bodies
- Organises and oversees fundraising events.
- Is responsible for building and maintaining appropriate levels of reserves.
- In co-operation with the Board and Finance staff prepares an annual budget and adheres to it.
- In co-operation with the Board and Finance staff ensures compliance with all applicable financial regulations and accounting principles and helps to ensure that Claremorris Community Radio's finances are properly managed, recorded and that financial procedures are followed and adhered to.

Claremorris Community Radio CLG, Chapel Court, Chapel Lane, Claremorris, Co. Mayo, F12 D535.
+353 (0)94 937 3737 | www.ccr946.ie | admin@ccr946.ie
Charity Registration Number: 20166311. Company Number: 388562.

Board: Pat Keane, Michael McLoughlin, Peter McCallig, Anthony McNicholas, Dorothy Campbell, Nuala Gilligan, Orlagh de Bhaldrathie



HUMAN RESOURCE MANAGEMENT

- Supervises and manages the work of staff, volunteers, placement students and scheme workers.
- Co-ordinates technical and organisational developments, including identifying training needs.
- Develops and maintains positive, effective staff relations and facilitates staff participation in planning and executing station priorities.
- Maintains regular and open communication and a collaborative environment amongst staff and volunteers.
- Actively engages with all volunteers and seeks to further extend the membership.
- Ensures that the radio is inclusive of all and will design strategies to engage with all minority groups within the community.
- Liaises with presenters to enrich programming with guests, spokespersons, community groups and commercial participation.
- Creates and maintains links to schools, businesses, community organisations and persons of interest
- Utilizes the talents and connections within the volunteer community for station projects.
- Liaises with and advises the Board of Directors on all aspects of the station and produces regular manager reports on all projects.
- Holds regular staff meetings and participates in all station and Board meetings as needed.

OTHER RESPONSIBILITIES

- Liaises with BAI, Pobal, and Craol and any other funders, regulators and agencies and prepare reports as required.
- Actively participate in the community and serve as official station representative.
- Ensures that all station policies and procedures are followed, and that station files are maintained
- Ensures compliance with regulations, guidelines and best practice of BAI, Pobal, Charities Regulator, CRO and other appropriate funding and regulating organisations.
- Ensures that the law is upheld including Health and Safety, Employment law, GDPR etc.
- Oversees Claremorris Community Radio's digital presence.
- Conducts needs assessments, market researchs and develops and implements effective strategies to keep Claremorris Community Radio relevant to its listeners and community
- Ensures that working environment is kept clean, tidy, and safe and that users are aware of emergency procedures.

Other duties and workloads may be assigned or re-assigned from time to time by the Chairperson and/or the Board of Directors in line with service needs and developments within Claremorris Community Radio CLG.

The ideal candidate will ideally have a third level qualification in management, community development, broadcasting, media, journalism, marketing or similar, with around 2 years' experience in a broadly similar role. A full clean driving licence with access to own transport at all times is essential and satisfactory references and Garda vetting will be required.

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ESSENTIAL SKILLS

- A strong working knowledge of broadcasting, radio production and techniques.
- Strong multitasking skills, to handle several projects and the varied responsibilities.
- Leadership skills to effectively delegate duties, while continuing to supervise staff and volunteers as needed
- Organizational and time management skills to ensure that all required tasks are completed on time and correctly.
- Budgeting skills to create realistic budgets and to ensure they are followed and to know how much money needs to be raised for specific projects.
- Analytical and problem-solving skills to determine how to resolve issues be it technical, interpersonal or with specific projects.
- Dynamic interpersonal and communication skills including the ability to network, liaise and negotiate with other local groups and agencies and to form positive working relationships with staff volunteers and organisations.

DESIRABLE SKILLS

- Knowledge of the Irish language and/or enthusiasm for Irish Culture and Irish language programming.

This role is subject to funding continuation

Claremorris Community Radio is an Equal Opportunities Employer.

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An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development

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