

Post	Presenter/Producer
Line Manager	Content or Station Manager
Direct Reports	None
Duties	Presentation and production of BFBS Radio sequence programmes and other audio and digital content
Day-to-day Responsibilities	<ul style="list-style-type: none"> • Presenting sequence programmes • Producing sequence programmes • Identifying and providing content for sequence programmes and, where appropriate, News • Conducting interviews • Producing speech/audio features (including packages, reports, interviews and documentaries) • Active use of digital and social media platforms • Conducting radio station administration duties where required • Attending events, OBs and being an ambassador for BFBS Radio • Undertaking reasonable tasks as directed line manager(s)

PERSON SPECIFICATION – Presenter/Producer

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Recent sequence presentation experience in a live 'self-op' environment • Production & multi-track editing skills, including features, packages & reports • Good research and interviewing skills 	<ul style="list-style-type: none"> • Experience of voice tracking
Qualifications	<ul style="list-style-type: none"> • Good standard of general education 	
Skills & Aptitudes	<ul style="list-style-type: none"> • Excellent radio presentation, production, editing, interviewing and writing skills • Good broadcasting voice • Ability to identify and produce the most suitable content for identified British Forces audiences • Ability to collaborate within creative environments • A team player who can demonstrate innovation, reliability and enthusiasm • A passion for the Broadcasting sector, particularly the Radio environment 	

Knowledge	<ul style="list-style-type: none"> • Knowledge of Adobe Audition and other editing, play-out and scheduling software • Proficient on Microsoft Office Suite (Word, Excel, PowerPoint) • Understanding of the use of social media and other digital initiatives within the broadcast environment 	<ul style="list-style-type: none"> • Knowledge of the British Forces community in the UK and overseas • Excellent knowledge of popular music across all genres • Knowledge of Ofcom regulations/media law
Personal Qualities	<ul style="list-style-type: none"> • Team player • Common Sense • High professional standards • Demonstrates initiative • Self-Motivated • Confident, proactive, organised and enthusiastic 	
Circumstances	<ul style="list-style-type: none"> • Prepared to undergo security check, and sign the Official Secrets Act • Prepared to live in military communities, including unaccompanied Mess accommodation • Full driving licence • Mobility clause in contract • Willingness to undertake a full company medical prior to posting • Willingness to deploy at short notice to meet the needs of the business 	<ul style="list-style-type: none"> • Willing to deploy to challenging locations and, with further training, to consider voluntary posting to hostile environments