**Title:** **Content Officer (CO)**

**Employer:** Radio 2RPH

**Type of work:** Part time, two days per week

**Sector/s:** Community Radio

**Location:** Glebe, Sydney

2RPH is a volunteer run community radio station committed to providing a radio reading service to people who are unable to read independently, or access published material. Some of our listeners do so while they are driving or working, and others enjoy the diverse programs and style of 2RPH.

Based in Glebe we read newspapers, magazines and books to over 106,000 weekly listeners in Sydney, Newcastle and the lower Hunter region to over. We broadcast 24 hours a day and have over 200 volunteers who prepare, produce and present the majority of our programs

**The role:** The Content Officer (CO) is responsible for the overall quality and strategic direction of the 2RPH programming delivered via broadcast, streaming and other platforms. Working closely with the General Manager, Technical Manager and Program Advisory Group the CO is also expected to manage relationships with content providers and guide volunteer presenters.

**Responsible to**: The Content Officer is responsible to the General Manager.

**Essential Criteria**

* Proven ability to create and implement program content that drives a strong brand
* Proven ability and experience working with volunteer presenters to mutual benefit
* Excellent internal and external stakeholder management skills
* Excellent written and verbal communication skills, including minutes of meetings
* Knowledgeable about broadcasting trends and sector developments
* Understanding of program evaluation methods, and techniques for assessing the impact of programs.

**Desirable Criteria**

* Knowledge of RPH protocols.
* Knowledge of the disability and community sectors.

**Specific duties**

* Serve as editor-in-chief for all content to ensure quality, clarity and consistency across our programs
* Liaise with media and content agencies to increase knowledge of 2RPH and increase cross promotional opportunities
* Oversee all processes associated with the launch of new programs
* Provide support to and liaise regularly with volunteer presenters to guide and refine their programs
* Work regularly with the Program Advisory Group, providing timely information and minutes
* Drive the book reading program (selection, supply and audience feedback)
* Inform both the General Manager and Technical Manager of broadcasting developments suitable for 2RPH.
* Consult online metrics and make recommendations to content accordingly
* Liaise with RPH stations around Australia to foster program sharing

**General duties**

* Maintain high quality, accurate and clear work files and fulfil the administrative requirements of the position
* Participate in and contribute to organisational evaluation and planning sessions, including:
	+ Staff meetings
	+ Annual planning meetings
	+ Ad hoc meetings with staff, Board of Directors and/or stakeholders
	+ Endorse the vision, mission, strategic direction, overall structure and services to speak knowledgeably about 2RPH
	+ Contribute to whole of organisation celebrations and 2RPH events.

**5 years relevant qualifications and experience**

**Application process**

People with disability are encouraged to apply. Salary expectations will be discussed at the time of interview. To apply for this position, email your CV and letter outlining your suitability and interest, to the General Manager, Sancha Donald at sdonald@2rph.org.au.

**Closing date for applications:** February 24, 2021.