****

 **Position Description – 2RPH General Manager**

**Job title:** General Manager

**Reports to**: 2RPH Board

**Salary:**Negotiable. Salary packaging options

**Status:**Three-year fixed term contract

**Effective date:**September/October, 2021

**Position Purpose**

The 2RPH General Manager is responsible for: the overall management of 2RPH operations and broadcasting; leading a large number of dedicated volunteers and is supported by a small team of paid staff. The General Manager reports directly to the Chair and the Board.

**Scope**

2RPH is a Sydney-based community radio station of the national RPH network of radio reading services. We serve the information and entertainment needs and interests of people who for many reasons are unable to access published materials, including people with vision or physical impairment; and people who are aged or isolated.

Following the intended departure of our current, and highly successful, General Manager in September, we are looking for an experienced general manager to manage and lead our motivated and talented team of 200 volunteers and small group of paid staff. This includes: Technical Operations Manager, Office Manager, Content Manager (P/T), Communications Manager (P/T), and Accountant (PT).

The General Manager will manage:

* development of 2RPH content and programming,
* building of partnerships, most notably with media and the disability sector
* growth and diversification of business and revenue streams.
* growth and diversification of audiences,
* facilitation of community participation in the broadcast service,

The General Manager will ensure that the station implements the station strategy by close working with the Chair and relevant Board committees: i.e. the Finance, Audit and Risk Committee; the Program Advisory Group; the Service Delivery Committee, the Engagement Committee, and the Investment Advisory Committee.

The position is responsible for developing a team culture to achieve close collaboration between employees, members, volunteers, service providers and key stakeholders.

**Main Responsibilities of the General Manager**

* Attend and provide reports to meetings of the Board and its committees, with particular reference to the implementation of the 2RPH Strategic Plan
* Manage the day-to-day operations of the station
* Supervision and development of 2RPH program content, maintaining the highest standards of presentation and production of programming tailored to meet the interests and needs of our community of interest
* Lead efforts to increase and diversify appropriate sources of revenue, including new business streams, donations, sponsorships, and bequests
* Devise and implement strategies to increase and diversify 2RPH listenership in the Sydney, Newcastle, and Wollongong regions
* Monitor performance, adequacy, and accessibility of station facilities, including radio production and content distribution, and recommend development as required
* Control revenue and expenditure in accordance with budget, including responsibility for grant applications and grant acquittals
* Ensure all station policies and procedures are implemented, including adherence to the Community Broadcasting Codes of Practice and ACMA licence conditions.
* Manage paid staff, conduct regular performance appraisals and implement staff development
* Support and liaise with members, volunteers, and undertake recruitment, induction and provision of training and mentoring
* Liaise with key external stakeholders including, funding sources, peak organisations in the community broadcasting and disability sectors, regulatory bodies, content providers and relevant officers at local, State and Federal government levels.

**About you**

The successful applicant will share our enthusiasm and commitment to providing quality, community-based radio content services for people living with a print disability.

You will have proven ability in leading creative teams of both volunteer and paid staff, with exceptional skills in people management, coordination and communications. You will be strongly committed to the principles of diversity and equal opportunity.

You will know what good radio sounds like and, ideally, have substantial experience in community media management. You also have a good understanding of broadcasting and a passion for using these tools for greater social good.

You have demonstrable experience in controlling an organisation’s revenue and expenditure in accordance with budget, and an ability to identify and consolidate appropriate new revenue streams. You will have successfully applied for grant funding and know how to acquit such funding.

You will encourage and explore innovative opportunities for community media to grow and develop through new partnerships and innovative content initiatives.

﻿**Further information about 2RPH**

* Broadcasting since 1983, 2RPH is a not-for-profit, independent community radio station providing a radio reading and information service for people who have limited access to published material. The station’s programming provides listeners access to a variety of published material covering a wide range of topics
* 2RPH forms part of the Australian network of radio reading in every state in Australia and is a member of the Community Broadcasting Association of Australia.
* During 2021, 2RPH will be expanding its current broadcast coverage from the wider Sydney metropolitan area, Newcastle and the lower Hunter, to Wollongong and the Illawarra region. Surveys indicate 2RPH’s current audience is around 100,000 listeners per week. By expanding the broadcast footprint 2RPH will have a potential audience reach of 6 million people, of which it is estimated that at least 10% live with impaired sight.
* 2RPH currently operates from studios in the St Helens Community Centre, Glebe, NSW; and broadcasts in Sydney on 1224AM, 100.5FM and DAB+, and in Newcastle and the Lower Hunter Valley on 100.5FM. This is supplemented by online streaming services of the Sydney and Newcastle program schedules, and via podcasts and mobile platforms.
* 2RPH is entering an exciting period of growth and expansion. As well as extending broadcast services to Wollongong and the Illawarra region in 2021, 2RPH is seeking new and larger premises; to provide wheel-chair accessibility to the station; as well as increased and upgraded radio studios and production facilities. The station also plans to undertake a further review of its program content and schedule.

**More information and to apply:**

Please contact lmoore@2rph.org.au or phone 0419 192 570.
**Applications close: Friday 6 August 2021**