

## GENERAL MANAGER – AUDIO CONTENT FUND

### Here's the offer

An exciting opportunity to set-up, establish and project manage an entirely new venture, responsible for distributing public funding to support original radio and audio production in the UK.

As General Manager you will oversee all operations of the Audio Content Fund and carry out its key functions, including liaising with bidders; development of application and payment processes; promotion and marketing; working with industry experts on funding decisions; and ensuring accountability and reporting procedures are in place.

### Good to know

The Audio Content Fund is a pilot scheme supported by a grant from the UK Government's Department of Digital, Culture, Media and Sport. It will provide funding for radio and audio programming that is traditionally more difficult to support on a commercial basis.

Applications for funding will come mainly from audio production companies seeking to make content for Ofcom-licensed commercial broadcasters. It is likely to cover a range of different genres but will be assessed against a set of agreed evaluation criteria including Quality, Innovation, Additionality, Nations & Regions, Diversity, New Voices, Audience Reach and Plurality.

The Audio Content Fund is a not-for-profit company established by AudioUK and Radiocentre to distribute funding independently from Government.

### About you

We need someone independent, energetic and committed, who will be capable of getting the fund up and running and establishing it as a significant source of financial support for original radio and audio production.

You will need a keen eye for detail and be able to develop clear and transparent processes for funding bids and payments. Proven project management skills are essential as well as experience of managing budgets and/ or financial information.

### Key responsibilities

The General Manager role will be part-time position and based in Central London. It will be the sole member of staff of the company and accountable to a Board of Trustees who are responsible for delivering the aims and objects of the fund.

Specific responsibilities will include:

- establishing procedures for the efficient running of the fund
- building relationships with production companies and broadcasters
- developing a clear and robust application process
- drafting guidance notes for potential applicants

- reviewing funding applications against agreed criteria
- working with a Funding Panel of non-executive directors to make final funding decisions
- overseeing payments to support the production of radio and audio content
- ensuring accountability and transparency by gathering relevant information from production companies
- managing and updating website content
- promotion and marketing of the fund

### **Candidate summary**

The candidate should have:

- proven project management experience
- keen attention to detail
- experience in processing or granting funding to third parties
- ability to work independently
- excellent communication skills
- strong IT skills – MS Office and some experience of website content management
- a calm, unflappable manner
- flexibility to adapt to a range of situations
- an appreciation of radio and audio
- experience of working in radio (helpful but not essential)

### **The package**

This role will be part-time for three days a week on a self-employed basis.

The remuneration will be set at a competitive level (pro-rata) for a senior manager assuming this level of responsibility.

### **How to apply**

Please send a CV and covering letter explaining why you are suitable for this role to [jobs@audiocontentfund.org.uk](mailto:jobs@audiocontentfund.org.uk)

**The closing date for applications is Monday 5<sup>th</sup> November 2018.**