



Managing Director

Location:	Home-working
Pay:	£62,500 pro rata (£37,500 actual)
Contract terms:	Freelance, part-time
Reports to:	Board of Trustees
How to apply:	See final page

The Radio Academy is looking for a hard-working and passionate Managing Director to take the UK's Audio and Radio industry charity to the next stage in its life.

The role is perfect for an experienced radio / audio industry executive who is comfortable working independently with support of a small part-time team and the Board of Trustees. It is a hands-on role that requires event organising experience and will suit someone with appropriately well-honed communication skills and diplomacy.

There is also an expectation that the MD will develop the Charity's revenue streams, identifying opportunities beyond the existing income provided by membership, sponsorship and entry fees. The MD will be expected to be the face of the organisation and attend industry events across the UK.

Skills and Experience (some or all of these would be advisable)

- Knowledge of the UK radio and audio sector, its structure, history, major companies and leaders
- Extensive senior contacts and relationships within the UK radio and audio sector
- Experience of programming events, both physical and virtual, that encourage mass participation
- Awareness of Diversity, Equality and Inclusion and its importance as a core value to the Radio Academy
- Experience of running a business, including managing simple accounts, hiring and managing personnel, and contracting suppliers
- Experience of negotiating and building partnerships with other organisations, particularly those that result in revenue
- Knowledge of and/or experience of successfully applying for grant funding, and developing sustainable revenue streams for charity and non-profit organisations
- Experience of managing projects of various sizes, including large multi-stakeholder initiatives
- Experience of website content management, and basic content production skills such as Photoshop, Premiere and Audition.
- Experience of directly handling promotions, marketing, and communications, particularly via social media platforms
- Experience of customer or member relations, including compliance management of member's data, managing payment and financial accountability

Key outputs

- Run all day-to-day operations of The Radio Academy, under the strategic direction of the Board of Trustees
- Generate creative ideas for events, content and initiatives to support the charitable purposes of the organisation and generate revenue
- Manage the effective delivery of events and initiatives, both physical and digital, working with third-party suppliers where necessary, to provide value to members
- Working with the Chair and Deputy Chair, organise board meetings and coordinate the work of trustees and sub-groups including Radio Academy satellite nations and regions.
- Provide inspirational leadership of teams, including volunteers
- Sustain existing, and identify new revenue from grants, donations, sponsorship, members, and partner organisations
- Negotiate new partnerships for the Radio Academy, that generate sustainable revenue
- Manage relationships with senior personnel from patron organisations, ensuring the value of the charity is recognised throughout the sector
- Effectively communicate the purposes and outputs of the Radio Academy at all levels, ranging from regular social media output and other digital platforms, to significant on-stage representation at major conferences and in media
- Oversee all financial operations, taking responsibility for the correct financial reporting for the charity
- Deliver regular management reports to the Board of Trustees, including analysis of all charitable activity, financial reports and projections

Person Specification

- Passionate about excellence in radio and audio, and championing the values of the Radio Academy
- Comfortable taking the initiative to develop the Academy and deliver benefits for members and patrons
- The personality and presence to represent the Academy at all levels from boardroom to next-generation talent
- Enjoys talking to people – both those you know and those you don't at our various daytime and evening events, with you on occasion being front and centre of the event
- Confidence in dealing with challenges in a timely, pragmatic and sensitive manner

Pay and Terms

The MD will be paid £37,500 per annum for a 3-day week (this is £62,500 pro rata). This is a part-time role and requires a 3-day weekly commitment. This will be a freelance contract, with the fee paid gross by invoice, and you will be responsible for your own tax and NI.

Place of Work

There is no fixed office location for this role, but the successful candidate will be expected to spend a substantial amount of time in London. There will be a pre-agreed budget for travel and accommodation.

How to apply

Please send a CV and covering letter explaining why you are suitable for this role to nick.pitts@radioacademy.org

The closing date for applications is midday on Monday 1st May 2023, and we would ideally like the successful candidate to start with us by mid-June.