

HOSPITAL RADIO PERTH COMMITTEE JOB DESCRIPTIONS

HONORARY PRESIDENT

The Honorary President will be a senior member of the staff of Perth Royal Infirmary and shall be nominated by the Trust Chief Executive or his / her deputy and will: -

1. Act as a liaison officer for and on behalf of the Trust.
2. Advise and assist in all matters relevant to the Trust.
3. Attend committee meetings as necessary and contribute to the management of the organisation.
4. Be timeously furnished with copies of the organisation's committee minutes and be advised of the development of services, policies, practices and procedures being adopted by the organisation.

HOSPITAL RADIO PERTH COMMITTEE JOB DESCRIPTIONS CHAIRMAN

Job Specific Requirements

There is an expectation that applicants will meet and undertake all the requirements stated in the job profile.

Knowledge & Experience
<ul style="list-style-type: none"> You must have a minimum of five years experience within Hospital Broadcasting.
<ul style="list-style-type: none"> Also have at least one years experience of liaising with Senior Members of staff within an organisation.
<ul style="list-style-type: none"> You must be able to demonstrate a sound knowledge and understanding of Hospital Broadcasting at all levels.
<ul style="list-style-type: none"> You must have excellent written and verbal communication skills.
<ul style="list-style-type: none"> The ability to treat colleagues with dignity and respect as per the Hospital Radio Perth rules and guidelines, and you must have a non discriminatory approach
<ul style="list-style-type: none"> A driving licence would be advantageous

The Chairman is responsible for the conduct of meetings and overall running of the organisation and will: -

1. Convene meetings as required and in accordance with the rules of procedure.
2. Conduct all meetings in accordance with the rules of procedure.
3. In the event of a vote held at a meeting resulting in a tie, have a second or "casting" vote.
4. Ensure that the members of the organisation act within the rules and procedures set by the organisation.
5. Convene and chair any disciplinary meetings as may be required.
6. Assist the Secretary in all aspects of press liaison.
7. Act as hospital liaison officer for the organisation, in conjunction with the Head of Operations.
8. Edit or appoint an editor of any material published for or by the organisation.
9. Maintain the organisation's website, either by direct involvement or by delegated responsibility.
10. Attend functions and meetings out-with the organisation to present and promote the organisation's work.
11. Maintain a full and comprehensive knowledge of developments within all spheres of radio broadcasting and advise the committee accordingly.
12. Fulfill all designated obligations with respect to health and safety and other policies or guidelines as may from time to time be introduced.
13. Advise and assist in all aspects of the organisation.
14. Prepare reports, as appropriate, for committee.
15. Attend regular committee meetings and contribute to the management of the organisation.

HOSPITAL RADIO PERTH COMMITTEE JOB DESCRIPTIONS

VICE CHAIRMAN

The Vice Chairman shall be not be a substantive role within the committee, but shall be an additional role allocated to an individual member of the Committee. The Vice Chairman must hold the skills as determined within the Job Specific requirements of the Chairman.

The Vice Chairman shall be elected by the Committee Members in closed session. In the event of more than one nomination, the vote shall be conducted by secret ballot. In the event of a tie, the Chairman shall hold a second, or casting vote.

The Vice Chairman's term of office should be one year from election – or until the next following Annual General Meeting when he or she must retire.

Should the individual be re-elected or co-opted to a committee post then he or she will be eligible for re-election as Vice Chairman.

The Vice Chairman shall:
Deputise for the Chairman in all functions in his/her absence;

Assume the role of Chairman in the event that there becomes no Chairman during the course of the committee term;

As time allows, take on additional projects and responsibilities as requested by the Committee.

HOSPITAL RADIO PERTH COMMITTEE JOB DESCRIPTIONS HEAD OF OPERATIONS

Job Specific Requirements

There is an expectation that applicants will meet and undertake all the requirements stated in the job profile.

Knowledge & Experience
<ul style="list-style-type: none"> You must have a minimum of five years experience within Hospital Broadcasting.
<ul style="list-style-type: none"> Have at least one years experience of liaising with Senior Management within an organisation.
<ul style="list-style-type: none"> You must be able to demonstrate a sound knowledge and understanding of Hospital Broadcasting at all levels. Must have an excellent overall understanding of all operational aspects of Hospital Radio Perth.
<ul style="list-style-type: none"> You must have excellent written and verbal communication skills.
<ul style="list-style-type: none"> The ability to treat colleagues with dignity and respect as per the Hospital Radio Perth rules and guidelines, and you must have a non discriminatory approach
<ul style="list-style-type: none"> A driving licence would be advantageous

The Head of Operations will be responsible for the operational management of the organisation and will have direct management responsibility for the Sports, Studio, Fundraising, Membership and Programming Managers. Will also have responsibility for : -

1. Be responsible for arranging the installation and / or maintenance of all studio and outside broadcasting equipment in accordance with committee guidelines.
2. Liaise with the programme manager and other committee members regarding potential outside broadcasting events.
3. Act as hospital liaison officer for the organisation, in conjunction with the Chairman.
4. Ensure that outside broadcasting events are adequately staffed and supported.
5. Over see and manage all operational aspects of the organisation.
6. Prepare reports, as appropriate, for committee.
7. Attend regular committee meetings and contribute to the management of the organisation.
8. Overall responsibility for all aspects of health and safety within the organisation.

HOSPITAL RADIO PERTH COMMITTEE JOB DESCRIPTIONS TREASURER

Job Specific Requirements

There is an expectation that applicants will meet and undertake all the requirements stated in the job profile.

Knowledge & Experience
<ul style="list-style-type: none">You must have previous experience in Financial Management of an Organisation and a high level of understanding of financial governance and OSCAR regulations.
<ul style="list-style-type: none">You must be able to demonstrate knowledge and understanding of Hospital Broadcasting principles and values, both at a national and local level. This is desirable.
<ul style="list-style-type: none">You must have excellent written and verbal communication skills. And a good level of numeracy skills. Experience in preparing accounts is desirable.
<ul style="list-style-type: none">The ability to treat colleagues with dignity and respect as per the Hospital Radio Perth rules and guidelines, and you must have a non discriminatory approach
<ul style="list-style-type: none">

The Treasurer will be responsible for administration of the finances of the organisation and will: -

1. Administer all incoming and outgoing monies.
2. Supervise the counting and banking of all monies raised by fundraising events or collections.
3. Keep accurate and up to date accounts, which must be available for inspection at all general meetings.
4. In conjunction with another authorised officer, sign cheques drawn on the organisation's bank account.
5. Present a balance sheet and arrange for the accounts to be officially examined by the appointed auditor at the end of the financial year.
6. Advise and direct the committee regarding financial matters.
7. Fulfill all designated obligations with respect to health and safety and other policies or guidelines as may from time to time be introduced.
8. Prepare reports, as appropriate, for committee.
9. Attend regular committee meetings and contribute to the management of the organisation.

HOSPITAL RADIO PERTH COMMITTEE JOB DESCRIPTIONS **SECRETARY**

Job Specific Requirements

There is an expectation that applicants will meet and undertake all the requirements stated in the job profile.

Knowledge & Experience
<ul style="list-style-type: none">• Must have good minute taking skills, and previous secretarial experience is desirable.
<ul style="list-style-type: none">• You must be able to demonstrate a sound knowledge and understanding of Hospital Radio Perth principles and values.
<ul style="list-style-type: none">• You must have excellent written and verbal communication skills.
<ul style="list-style-type: none">• The ability to treat colleagues with dignity and respect as per the Hospital Radio Perth rules and guidelines, and you must have a non discriminatory approach

The secretary will be responsible for recording all decisions and votes made at meetings and the collation of incoming and outgoing mail and will: -

1. Take accurate minutes of all meetings and arrange distribution of same.
2. Maintain accurate and complete records of all incoming and outgoing mail.
3. Report on all relevant incoming and outgoing mail to each committee meeting.
4. Maintain accurate membership records.
5. Process applications and membership enquiries.
6. Type and mail all official correspondence.
7. Distribute mail to the appropriate persons.
8. Fulfill all designated obligations with respect to health and safety and other policies or guidelines as may from time to time be introduced.
9. Prepare reports, as appropriate, for committee.
10. Attend regular committee meetings and contribute to the management of the organisation.

HOSPITAL RADIO PERTH COMMITTEE JOB DESCRIPTIONS

MEMBERSHIP MANAGER

Job Specific Requirements

There is an expectation that applicants will meet and undertake all the requirements stated in the job profile.

Knowledge & Experience
<ul style="list-style-type: none">• Experience of undertaking membership indications is desirable but not essential.
<ul style="list-style-type: none">• An understanding of Disclosure Scotland is desirable.
<ul style="list-style-type: none">• You must be able to demonstrate a sound knowledge and understanding of Hospital Broadcasting principles.
<ul style="list-style-type: none">• You must have excellent written and verbal communication skills.
<ul style="list-style-type: none">• The ability to treat colleagues with dignity and respect as per the Hospital Radio Perth rules and guidelines, and you must have a non discriminatory approach
<ul style="list-style-type: none">• Must be willing to attend on a regular basis and on different days as operationally required

The Membership Manager will be responsible for the supervision of ward visiting and will:-

1. Arrange induction of potential members by direct involvement or delegation.
2. Arrange training of all members in ward visiting procedures by direct involvement or delegation.
3. Ensure that new members are aware of the rules of the organisation and any guidelines, as may be set by the committee.
4. Ensure adequate ward visitor attendance to meet programming needs.
5. Prepare ward visiting rotas.
6. Monitor ward visitor needs and be a point of contact.
7. Represent ward visitors on the committee.
8. Fulfill all designated obligations with respect to health and safety and other policies or guidelines as may from time to time be introduced.
9. Prepare reports, as appropriate, for committee.
10. Attend regular committee meetings and contribute to the management of the organisation.

HOSPITAL RADIO PERTH COMMITTEE JOB DESCRIPTIONS FUND-RAISING MANAGER

Job Specific Requirements

There is an expectation that applicants will meet and undertake all the requirements stated in the job profile.

Knowledge & Experience
<ul style="list-style-type: none">You must have the ability to co-ordinate all fundraising aspects of the organisation.
<ul style="list-style-type: none">You must be able to demonstrate a sound knowledge and understanding of Hospital Broadcasting principles and values, both at a national and local level.An overall understanding of all operational aspects of Hospital Radio Perth is desirable.
<ul style="list-style-type: none">You must have excellent written and verbal communication skills. Good people skills is essential.
<ul style="list-style-type: none">The ability to treat colleagues with dignity and respect as per the Hospital Radio Perth rules and guidelines, and you must have a non discriminatory approach
<ul style="list-style-type: none">A driving licence would be advantageous

The Fund-raising Manager will be responsible for the co-ordination of all fund-raising issues within the organisation and will: -

1. Arrange such fund-raising events as are approved by the committee.
2. Arrange and encourage membership participation in such events.
3. Form sub-committees or working groups as approved by the committee in order to organise such events.
4. Liaise with the secretary regarding the appropriate administrative duties pertaining to fund-raising events.
5. Source and encourage persons or organisations potentially liable to assist the organisation with donations in money or kind, either by direct involvement or by delegated responsibility.
6. Source and encourage programme sponsors on an annual basis, either by direct involvement or by delegated responsibility.
7. Source and encourage Wavelength magazine advertisers, either by direct involvement or by delegated responsibility.
8. Fulfill all designated obligations with respect to health and safety and other policies or guidelines as may from time to time be introduced.
9. Prepare reports, as appropriate, for committee.
10. Attend regular committee meetings and contribute to the management of the organisation.

HOSPITAL RADIO PERTH COMMITTEE JOB DESCRIPTIONS SPORTS MANAGER

Job Specific Requirements

There is an expectation that applicants will meet and undertake all the requirements stated in the job profile.

Knowledge & Experience
<ul style="list-style-type: none">You must have a genuine interest in sports broadcasting, and ideally a knowledge of Scottish football organisation and the ability to co-ordinate all sports aspects of Hospital Radio Perth.
<ul style="list-style-type: none">You must be able to demonstrate a good knowledge and understanding of Hospital Radio Perth's current sport output.
<ul style="list-style-type: none">You must have excellent written and verbal communication skills.
<ul style="list-style-type: none">The ability to treat colleagues with dignity and respect as per the Hospital Radio Perth rules and guidelines, and you must have a non discriminatory approach

The Sports Editor will be responsible for all sports broadcasting and organising the organisation's occasional social events and will: -

1. Supervise, co-ordinate and assist with all sports broadcasting. Including studio cover for sports broadcast, and ensuring access is available to the studio for members as required to undertake sports related cover.
2. Liaise with Programme Manager regarding potential sports broadcasts.
3. Encourage coverage of a variety of sports.
4. Supervise the use of sports broadcasting equipment and advise committee regarding equipment requirements.
5. Advise committee of need for additional sports team members as appropriate.
6. Ensure access to training for sports team members as appropriate.
7. Arrange access to sports grounds and events for sports production team members.
8. Act as liaison officer with St Johnstone Football Club, Perth Races and other similar organisations and encourage good relations between these organisations and Hospital Radio Perth.
9. Represent sports commentators on the committee.
10. Fulfill all designated obligations with respect to health and safety and other policies or guidelines as may from time to time be introduced.
11. Prepare reports, as appropriate, for committee.
12. Attend regular committee meetings and contribute to the management of the organisation.

HOSPITAL RADIO PERTH COMMITTEE JOB DESCRIPTIONS STATION MANAGER

Job Specific Requirements

There is an expectation that applicants will meet and undertake all the requirements stated in the job profile.

Knowledge & Experience
<ul style="list-style-type: none">• You must have good organisational skills
<ul style="list-style-type: none">• You must be able to demonstrate a good knowledge and understanding of Hospital Radio Perth's principles and values..
<ul style="list-style-type: none">• You must have excellent written and verbal communication skills.
<ul style="list-style-type: none">• The ability to treat colleagues with dignity and respect as per the Hospital Radio Perth rules and guidelines, and you must have a non discriminatory approach

The Station Manager will be responsible for the studio and any other premises occupied by the organisation and the organisation of outside broadcasts and will: -

1. Arrange for replacement or additional patient headsets as required.
2. Is responsible for the running of the organisation's tuck shop.
3. Monitor and report on the condition of patient listening equipment.
4. Supervise the record library, card index filing and library computer operation and ensure that filing is kept up to date.
5. Maintain adequate supplies of competition prizes as required.
6. Maintain adequate supplies of request slips.
7. Maintain adequate supplies of tea, coffee, etc.
8. Maintain adequate supplies of cleaning materials and ensure the operation of a cleaning rota in order that the premises are kept in a clean and tidy state.
9. Ensure that answering machine messages are regularly recorded and passed to the relevant person.
10. Organise catering at outside broadcasts and out of station events.
11. Assist in all areas of committee responsibilities, co-opting assistance where necessary.
12. Fulfill all designated obligations with respect to health and safety and other policies or guidelines as may from time to time be introduced.
13. Prepare reports, as appropriate, for committee.
14. Attend regular committee meetings and contribute to the management of the organisation.

HOSPITAL RADIO PERTH COMMITTEE JOB DESCRIPTIONS PROGRAMMING MANAGER

Job Specific Requirements

There is an expectation that applicants will meet and undertake all the requirements stated in the job profile.

Knowledge & Experience
<ul style="list-style-type: none">You must have a minimum of two years experience within Hospital Broadcasting.
<ul style="list-style-type: none">Previous programming/broadcast output management within radio broadcasting is desirable but not essential.
<ul style="list-style-type: none">You must be able to demonstrate a sound knowledge and understanding of Hospital Radio Perth principles
<ul style="list-style-type: none">You must have excellent written and verbal communication skills.
<ul style="list-style-type: none">The ability to treat colleagues with dignity and respect as per the Hospital Radio Perth rules and guidelines, and you must have a non discriminatory approach
<ul style="list-style-type: none">Must have a excellent operational understanding of broadcasting equipment within Hospital Radio Perth.

The Programme Controller will be responsible for ensuring that all live programming is of a high standard, for maintaining the automated programming system for 24 hour broadcasting and for the overall station output in accordance with the aims and objectives of the organisation and will: -

1. Prepare a balanced programme schedule to maintain maximum listener choice.
2. Manage all aspects of the station automation in a manner approved by the committee.
3. Load audio / programme schedules into the automation system, either by direct involvement or by supervising delegated responsibility.
4. Liaise with the Head of Operations to ensure that computer support is provided and that maintenance is carried out as necessary.
5. Ensure that all audio material is backed up appropriately.
6. Offer guidance to presenters regarding programme content.
7. Liaise with the Head of Operations regarding the recording and transmission of outside broadcasts.
8. Liaise with the Sports Manager on a regular basis to ensure that an adequate level of sport output is maintained..
10. Arrange appropriate alternative presenters / programmes in cases of absence or lateness.
11. In liaison with presenter trainer, advise presenters when programmes are not of an adequate quality and ensure that

appropriate standards are maintained.

12. Advise committee of future presenter requirements.

13. Represent presenters on the committee.

14. Fulfill all designated obligations with respect to health and safety and other policies or guidelines as may from time to time be introduced.

15. Prepare reports, as appropriate, for committee.

16. Attend regular committee meetings and contribute to the management of the organisation.

17. Undertake presenter training as required.