



Membership & Programmes Coordinator

Pay:	£25,000 fixed fee
Contract period:	12 months
Contract terms:	Freelance, flexible
Location:	Remote, with travel as agreed
Reports to:	Managing Director

The Radio Academy is the UK audio industry's membership charity, to celebrate and support people in radio and audio. Our annual calendar includes the ARIAS, Radio Academy Festival and 30 Under 30.

How to apply

Please provide your CV and a cover letter of no more than one side of A4, outlining how you feel your skills and experience are suitable for this role.

Send your applications or any questions to: aradhna@radioacademy.org

Closing date for applications: 4pm on Thursday 21st November

Interviews will be held: Wednesday 27th November

Contract dates: 2nd December 2024 - 1st December 2025 (subject to candidate availability)

Role specification

This is an ideal opportunity for somebody progressing their audio or radio career, to be a core member of The Radio Academy team and become immersed in the professional audio landscape. The Membership & Programmes Coordinator works directly with the Managing Director to manage the general enquiries inbox, administer membership queries and coordinate some of our most highly regarded UK-wide industry events and programmes.

Suitable candidates will have a passion for audio and radio and an interest in events and people development. The role requires good communication skills, confidence managing administrative platforms and systems, a proactive and flexible approach, and the ability to work remotely and independently, as well as with a small team.

This role is freelance with a fixed fee against set deliverables. The expected time commitment is approximately 4 days per week however this is indicative only and the successful candidate will manage their own time as appropriate. The fee is set at such a level as to compensate for the need for flexible working through the week and busier periods.

Key outputs and responsibilities:

- Manage general enquiries and maintain The Radio Academy inbox, including questions about membership, events, our resources or website.
- Administration of membership across Individual, Patron, Affiliated Patron and Education Patron Members, such as investigation into and correspondence about payment issues, managing expired memberships and renewals, maintenance of membership lists, liaison with Patron Members, and some outreach to engage new Individual and Patron Members.
- Work with the Managing Director and programme producers or chairs to coordinate the timelines and project plans for our calendar of activity, including 30 Under 30, Radio Academy Mentoring Programme (RAMP), The Radio Academy ARIAS, Foot In The Door, The Radio Academy Festival, and regional and London branch events.
- Contribute to the development of The Radio Academy resources and careers hubs, working with producers, volunteers and Content Producer.
- Administer the awards platforms for our competitive activities, including data entry, processing and configuration, including use of Award Force and WordPress.
- Manage and coordinate communication with applicants, judges and project team members, including being a point of contact for queries and asset collection.
- Coordinate logistics, ticketing and attendee enquiries for in-person and online events, including set-up and administration of ticketing site, membership checks, attendee registration at the event and supporting the event producer at the event.
- Coordinate volunteers, including managing applications for working with The Radio Academy and managing volunteers at events.
- Support the Managing Director, producers and Content Producer to coordinate announcements and external updates, including keeping the website updated via Wordpress and managing email communications to relevant stakeholders, such as our partners, Patrons and Fellows.
- Support the Managing Director to coordinate communications and liaison with our sponsors and partners.
- Coordinate and contribute to project or team meetings and discussions, providing regular updates on programmes and timeline in writing and verbally at meetings, keeping project plans and timelines up to date.
- Provide regular reports to the Managing Director on membership and programme administration, and provide written reports for stakeholders.

Desirable skills and experience:

- Excellent professional communications skills.
- Comfortable working with a pro-active, systematic and analytical approach.
- Adaptable approach to identifying and offering solutions.

- Comfortable working flexibly and remotely with ability to prioritise tasks and requirements.
- Confident working with different web-based computer applications, though no prior experience of specific systems is necessary.
- Understanding of data privacy rules and dealing with sensitive information.
- Some experience of project coordination, even at very small scale or entry-level position, with a keen focus on detail, process and reporting.
- Interest in audio and radio, and appreciation of key players and areas in the industry.
- Passion for equity and accessibility.

To apply, please send your CV and one page cover letter to aradhna@radioacademy.org by 4pm on Thursday 21st November.

About The Radio Academy

Founded in 1983, The Radio Academy is a charity dedicated to the development, promotion and recognition of excellence in UK radio and audio, by supporting people who are working in the industry. Our priorities are: celebration, community, development and promotion. We are funded by annual membership from individuals and companies, donations, and through sponsorship of our events and schemes.

We host a varied programme of events and programmes throughout the year, bringing together people from across the industry for inspiration, networking and celebration. The Radio Academy celebrates diversity in all its forms, and aims to break down barriers, champion equity, and be representative of the country and the industry in all our activities.