



Acting Managing Director

Pay:	£32,692 fixed fee (equivalent to £57,552 pa pro rata)
Contract period:	9 months
Contract terms:	Freelance, part-time
Location:	Remote, with travel as agreed
Reports to:	Board of Trustees

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 LinkedIn link or 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 Nick Pitts, Deputy Chair of the Board of Trustees: nick.pitts@radioacademy.org

Closing date for applications: 10am on Thursday 10th April

Interviews will be held: Thursday 17th April

Contract dates: 27th May 2025 - 27th February 2026 (subject to candidate availability and with possibility of a further 3 month extension)

Role specification

The Radio Academy is looking for an experienced audio leader to cover maternity leave for 9 months with possibility of extending to 12 months, as Acting Managing Director.

The role is perfect for an experienced and well-connected radio or audio industry executive with experience operating at Managing Director level, who is comfortable working independently and proactively, with support of a small part-time team and the Board of Trustees. It is a hands-on role that requires event organising experience, well-honed communication and diplomacy skills, and excellent understanding of the radio and audio industry, and the people, groups and companies who operate in it.

As well as continuing to deliver the strategic growth and priorities of The Radio Academy, working to a strategy developed with the Board of Trustees, the Acting Managing Director will oversee the charity's operations, managing a small team of part-time freelancers and volunteers, manage the charity's finances and budget, and manage communication and good relationships with our stakeholders, including members, partners, patrons and suppliers, which includes remote and in person meetings and attending relevant industry

events and activities across the UK as required. The Acting Managing Director will also be responsible for continuing to develop the charity's revenue streams, identifying opportunities beyond the existing income provided by membership, sponsorship and entry fees.

Key outputs and responsibilities:

- 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 The Radio Academy regional branches.
- Provide inspirational leadership of teams, including volunteers.
- Sustain existing, and identify new revenue from grants, donations, sponsorship, members, and partner organisations.
- Manage existing and negotiate new partnerships for The Radio Academy, that generate sustainable revenue and positive promotion for the charity. This includes regular liaison with sponsors, partners, Patrons and Fellows on updates and revenue generation, including contract renewals where relevant and outreach.
- Manage relationships and consultation processes with senior personnel from major Patron organisations, ensuring the value of the charity is recognised throughout the sector, and input is appropriately offered and considered on The Radio Academy activity as relevant and appropriate.
- Oversee and contribute to effectively communicating the purposes and outputs of The Radio Academy at all levels, ranging from working with the Content Producer on regular social media output and other digital platforms, to representation at major conferences and in media, including on stage.
- Oversee all financial operations, taking responsibility for the correct financial reporting for the charity and management of the budget, including accurate forecasting and working with the Board of Trustees, Treasurer and Accountants on preparing accounts and future budgets. Manage and approve expected payments and invoices on time, working with the charity's accountants.
- Deliver regular management reports to the Board of Trustees, including analysis of all charitable activity, financial reports and projections.

Desirable skills and experience:

- Knowledge of the UK radio and audio sector, its structure, history, major companies and leaders.
- Knowledge of and active participation in The Radio Academy activities, including regularly attending our events over the past 12 months.

- Passion for equity and accessibility, and an understanding of the core challenges and opportunities in addressing equity, diversity and inclusion in the audio industry.
- Passionate about excellence in radio and audio, and championing the values and priorities of The Radio Academy. Understanding of the issues, challenges and opportunities facing The Radio Academy and wider audio industry at this time.
- Extensive senior contacts and relationships within the UK radio and audio sector.
- Experience of programming events, both physical and virtual, that encourage mass participation and revenue sustainability.
- Experience of running a business at MD level, including managing accounts, hiring and managing personnel and contracting suppliers.
- Excellent professional communication skills and experience of managing very senior and influential stakeholders.
- Experience of negotiating and building partnerships with other organisations, particularly those that result in revenue.
- Knowledge of and/or experience of successfully generating new revenue streams, including from sponsorship or partnership agreements and 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.
- Confident working with different web-based computer applications with experience of some basic website content management.
- Experience of directly handling promotions, marketing, and communications, including press and public relations, social media and working with suppliers.
- Experience of customer or member relations, including compliance management of member's data, managing payment and financial accountability, and a working understanding of data privacy rules and dealing with sensitive information.
- Confidence in dealing with business or personnel challenges in a timely, pragmatic and sensitive manner.

Terms

The role of Acting Managing Director is being offered to provide cover for the Managing Director during maternity leave, over a period of 9 months, with the possibility of extending the contract to 12 months. The role is offered on a freelance, flexible basis with an expected time commitment of 4 days per week to carry out all duties and deliverables. As the role is freelance, the successful candidate will be responsible for managing their own time as appropriate, and the fee is set at an appropriate level to accommodate and compensate for time off and the need for flexible working over busier periods. The fee will be paid monthly in gross, with the successful candidate responsible for their own tax and NI contributions, and providing their own equipment, administration and any other resources required to deliver the contracted deliverables.

The Radio Academy's mission is to promote excellence in UK audio, and we are committed to supporting all people working across audio, in radio, podcasting, audiobooks, and across all areas including production, presentation, technology, sales, academia, journalism and more. Championing an open, accessible, inclusive and diverse audio industry is at our heart

and we expect anyone who works with the charity to be an active ambassador of equity and belonging, and bring a flexible, creative and sensitive approach.

To apply, please send your LinkedIn profile or CV and one page cover letter to nick.pitts@radioacademy.org by 10am on Thursday 10th April.

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.

We present a calendar of national, regional and online events for our members, which include the annual Radio Academy Festival and regular networking events or talks. We run three major UK audio award and recognition schemes, celebrating achievements at all levels: the highly-acclaimed Radio Academy ARIAS, our 30 Under 30 list and the Young Audio Awards for young people aged 8-18. We offer skills and career development opportunities at different career stages, including our mid-career mentoring programme RAMP and regional Foot In The Door training workshops, as well as further resources such as our weekly podcast, careers advice and learning hub.

www.radioacademy.org