

# Station Manager



LIVERPOOL  
JOHN MOORES  
UNIVERSITY

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## Role:

The Station Manager of Moore Student Radio is the leader and main spokesperson for the station. They take responsibility for managing the committee, the exec team and the affairs of the station. The Station Manager ensures that the committee functions properly, that there is full participation at meetings, that all relevant matters are discussed, and effective decisions taken, communicated and enacted.

## Responsibilities:

1. Take responsibility for leading the station and for building and maintaining the station's reputation. To be clear, you will be held responsible for the behavior and actions of your members.
2. Manage the income of the station and the funds within (Treasurer Duties).
3. Represent the station in relations with John Moores Students' Union and Liverpool John Moores University.
4. Communicate regularly with the Vice President Activities and the Student Opportunities & Development Team.
5. Attend meetings with the Students' Union, including committee training, one-to-one meetings and group meetings with other sports and societies. Participation in these meetings is compulsory and can be counted towards Society of the Year. When you are unable to attend, it is your responsibility to ensure that the Deputy Station Manager attends, followed by a member of the committee.
6. Take responsibility for managing the whole committee and the affairs of the station, including planning and running meetings according to the station's needs.
7. Oversee and guide all decisions taken by the committee & the executive team and communicate these to all members.
8. Coordinate the committee, ensuring that members undertake their role in an efficient and effective manner.
9. In conjunction with the Communications Officer, prepare and present an annual report at the AGM.
10. Liaise with the Student Radio Association Regional Officers.
11. Leads on building the station's strategic direction.
12. Ensuring that good practice guidelines, codes of conduct, risk assessments are followed.
13. Be familiar with the constitution of Moore Student Radio, any station rules, committee procedures and the activities policy, byelaws and regulations of John Moores Students' Union and be responsible for ensuring that the station complies with these.
14. Build on complying with OFCOM regulations and Legal Training.
15. Ensure that all equipment is well maintained and in good working order.

## Skills & Qualities Required:

- Reliable and prepared to make the required regular time commitments.
- Able to make decisions under pressure.
- Good role model to peers.
- Strong technical skills.
- Excellent communication skills.
- Excellent time-management, organisation skills.