

# Deputy Station Manager



LIVERPOOL  
JOHN MOORES  
UNIVERSITY

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## **Role:**

This role is to support the Station Manager of Moore Student Radio if the Station Manager is ever unavailable or away you will take up their responsibilities. It is important that you have a good understanding of all areas of the station as you will likely be leaned on by other committee members and presenters for your opinion on key topics. The Dept. Station Manager is normally responsible for the health and safety of the station, as well as running several of the station's big events such as training sessions, outside broadcast's (OB's) and fresher's fair. Overall, they are vital to the day-to-day running and future development of the station.

## **Responsibilities:**

1. Take responsibility for ensuring that the station equipment, materials, and kit is safely and securely stored and is maintained in an appropriate manner.
2. Organise and support initial taster sessions and compile introductory material for new members in conjunction with the committee.
3. Ensure any accidents/incidents are reported to the Station Manager and Students' Union.
4. Support the Station Manager and stand in if they are unavailable.
5. Coordinate and manage the executive team and wider committee, ensuring that members take up their role in an efficient and effective manner.
6. Ensure all social activities are run in accordance with Students' Union policies and procedures.
7. Support and manage the Social, Wellbeing and Inclusion Officer with their position.
8. Act as the Charity Officer during any station-wide fundraising efforts/events.
9. 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.
10. Ensure that Music Logs are completed for the week ahead in collaboration with the Music Officer (Scheduling).
11. Main safeguarding and data protection lead for the station.
12. Build on complying with OFCOM regulations and Legal Training.

## **Skills & Qualities Required:**

- Reliable and prepared to make the regular time commitments to ensure the upkeep of the station in-line with national standards.
- Good role model to peers and new members to the station.
- Strong technical skills with all areas of the station (Adobe Audition, Aair, WizzFx, Cable management)
- Excellent communication skills.
- Excellent time-management and organisation skills.
- Creativity, innovation and problem-solving skills.
- Comfortable with asking questions if unsure.