Communications Officer

Role:

In a world where visual radio is as important as digital radio, the Communications Officer of Moore Student Radio is the key holder of information and reference point for the station manager, committee members, members and the station itself. The role is responsible for the administration of Moore Student Radio, as well as taking responsibility for the smooth running of your events and social media platforms such as; Instagram, TikTok and LinkedIn. The Communications Officer is also responsible for the studio cameras, the storage of files and distribution where applicable.

Responsibilities:

1. Liaise with the Station Manager to plan meetings.

2. Ongoing promotion and adverting of Moore Student Radio throughout the academic year.

3. Compile agendas; circulate agendas, reports, and minutes to committee members.

4. Maintain the shared drive folder and keep in good order.

5. Keep up-to-date contact details of members and regularly check membership lists with the Students' Union.

6. Ensure that accurate records of Moore Student Radio's activities are kept, including meetings, transmissions & events etc.

7. Management of all social media channels (Instagram, TikTok and LinkedIn) maintain effective and appropriate use.

8. Deal with correspondence to and from Moore Student Radio via social channels and maintain and update the page on the SU's website.

9. Take the lead on communicating with members and ensuring that members can communicate back.

10. Manage the Studio Cameras and utilize visual content.

11. Be responsible for promoting any events/campaigns of Moore Student Radio to the student community and wider Liverpool Area

12. Be familiar with the constitution of Moore Student Radio, any rules and committee procedures and the constitution, byelaws and regulations of John Moores Students' Union and be responsible for ensuring that Moore Student Radio complies with these.

Skills & Qualities Required:

- Excellent written and verbal communication skills.

- Enthusiasm for the role and technology.

- Good organisational skills and the ability to ensure others are well organized.

- Good attention to detail and ability to keep accurate records.

- Strong IT skills and ability to use electronic communication methods and social media channels effectively.

- Ability to be creative and to design new content der pressure and meet tight deadlines.