

Head of Drive Time



LIVERPOOL
JOHN MOORES
UNIVERSITY

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Role:

Head of Drive Time is responsible for overseeing and shaping Moore Student Radio's Flagship DriveTime Team. This role involves leading the Drive Time team, coordinating presenters and contributors, and ensuring the show is engaging, consistent, and well produced. The Head of Drive Time supports and mentors team members, encourages creativity, and works closely with the Station Manager and other exec team members to maintain high broadcasting standards. They are responsible for planning content, managing schedules, providing cover when presenters are ill and ensuring the Drive Time show reflects the voice, energy, and values of Moore Student Radio.

Responsibilities:

1. To be effective as Head of Drive Time, it's important that members of Moore Student Radio know who you are and how to contact you regarding Moore Drive Time.
2. Listen back to the Drive Time shows to ensure that the output was consistent and reflects well on Moore Student Radio and offer constructive feedback on areas for improvement
3. Lead, support, and coordinate the Drive Time team, ensuring presenters and contributors feel confident and prepared for broadcasts.
4. Oversee the planning and delivery of the Drive Time show, ensuring content is engaging, well-structured, and appropriate for live radio.
5. Communicate with Head of Station Sound to ensure that the imaging, and branding are kept up to date and refreshed for different times of year (e.g. Halloween, Christmas) and for any special events or campaigns.
6. Liaise with the Communications Officer to create and maintain cross-station branding and headshots for Moore Drive Time.
7. Work closely with the Station Manager and other heads to align the Drive Time show with Moore Student Radio's aims and standards.
8. Support and mentor presenters, especially new members, offering guidance before and after live shows.
9. Be responsible for rota management and ensuring reliable attendance for all Drive Time broadcasts.
10. Ensure that suitable cover is arranged at late notice when presenters are ill or otherwise unable to attend.
11. Ensure that the Moore Student Radio website is kept up to date and accurately reflects any changes to the Drive Time show, schedules, or presenters.
12. Ensure that self-advertisements for the University and John Moores Students' Union are played in line with relevant regulations and station requirements.
13. Encourage creativity while maintaining professionalism and compliance with station policies and broadcasting guidelines.

Skills & Qualities Required:

- Engaging and supportive to presenters and producers making it a fun environment.
- Previous Flagship Host (*desirable but not essential*)
- Good listener and friendly
- Good standards of professionalism, able to offer constructive feedback and backup your feedback.