

**JOB DESCRIPTION:** Presenter UCB 1

Employer: United Christian Broadcasters Limited

Reporting to: Head of UCB 1

Location: United Christian Broadcasters Limited, Broadcasting Centre, Hanchurch Lane, Stoke-on-Trent ST4 8RY

Hours: Full time, Monday to Sunday, 36.25 hours per week  
Some flexibility will be required

**Main Purpose of the Job:**

To prepare and present on air radio shows, live or pre-recorded, as required.

**Position in Organisation:**

Departmental Director is Director of Broadcasting

Reports to Head of UCB 1

Works closely with Presenter team, Content Coordinator; Scheduler

**Duties and Key Responsibilities:**

- To prepare and present a live or pre-recorded weekday programme
- To prepare and present a pre-recorded weekend programme and/or a pre-recorded specialist music programme
- As required, to contribute to other platforms, such as video and social media
- To have a knowledge of the audience and be aware of cultural, religious, political, social and theological issues that affect broadcasting
- To voice station promos as required.
- To be willing to present additional programmes, as reasonably required e.g. when another presenter is ill
- To undertake training to develop skills
- To work co-operatively with other members of the UCB team
- To gather testimonies from UCB's readers, listeners and viewers, reporting on the positive impact and public benefit the Charity provides and forwarding them onto the appropriate testimony champions
- To support all of UCBs fundraising activities and events; whether in prayer and/or directly in participation, ensuring sufficient resources are available in order to maximise success
- To demonstrate the core values of the organisation's vision and mission.
- To attend meetings as required
- To complete other duties that are reasonable and within your capabilities as requested by your team leader
- To participate in target setting and review meetings with your team leader

**Qualifications, Knowledge, Experience and Skills**

- Working knowledge of UK codes of broadcasting practice, OFCOM regulations and UK broadcasting law.
- Experience of radio presenting is essential

- GCSE English grade A-C or equivalent essential, A Level English grade A-C or equivalent desirable
- Good understanding of Christian music is preferable
- Research skills
- Ability to write creatively in an engaging manner, adapt, produce and translate with accuracy, clarity and style appropriate to the UCB audience
- The flexibility and adaptability to sustain performance, particularly under pressure to meet deadlines and changing priorities and circumstances
- Strong communication skills both written and oral
- Strong administration and organisational skills with the ability to prioritise a busy and deadline driven workload
- Ability to use editing software
- Good understanding of current events
- Ability to multi-task

**Person Specification:**

- The post holder will be a committed Christian who will work to deliver a distinctly Christian service to UCB and its supporters, ensuring programme content for recording or on air delivery is consistent with Christian standards and that relevant biblical teaching has been correctly interpreted and applied.
- The commitment to participate in daily prayer time in order to promote team unity
- Be prepared to witness to the life changing message of Jesus and lead people to Christ as appropriate
- To develop ways of introducing UCBs story in a manner that is relevant and engaging
- Interest in current events
- Ethical integrity.
- Must be flexible and have a positive can-do attitude
- Must enjoy working with people, be approachable and work well within a team
- Creativity, resilience, flexibility, reliability, 'can do' approach, initiative, positivity

Dated: January 2021

This Job Description does not form part of your Contract of Employment.