

Band 4 – Vocational Instructor (Media) – Additional responsibilities linked to the Job Description.

These are additional responsibilities of the role of a Media VIs based in a London prison.

Extra Responsibilities

- To support the prison communication function with prisoner and staff stakeholder engagement through developing content for prisoner targeted media channels as well as supporting some staff communication activity.
- The role may involve working alongside existing prison media projects, Band 4 VI Media and communication leads.

Prisoner radio and TV

- To lead, train and work alongside our prison-based radio and video team of producers / presenters providing advice and guidance while helping to create daily content.
- While we wish for prisoners to create and contribute to local broadcast content, the Media VI may need to develop and manage content for broadcast in support of other London prison media projects.
- To listen and view all content and check it is compliant and ensure it is broadcast ready content that complies with HMPPS Prison Radio and TV Guidelines and fits with the prison's expectations.
- Where applicable to programme the output of prison radio and TV channels, this may include managing music and programme rotations via a prison radio / TV playout system(s).
- Where applicable to download and manage a library of music, video and audio (commercial and production) for prison radio.

Newsletters

- To support the creation of a local staff and prisoner newsletters at a frequency agreed with a supervising manager. Typically, staff newsletters are weekly, and prisoner monthly.

Role activities

- To develop a communication calendar of cyclical, awareness days and locally focused content to support content creation.
- To manage an archive of content for future broadcast and awards entries.
- To put into action research and evaluation visiting prisoners on the wings, talking with partners and stakeholders as a part of the evaluation strategy.
- To collect programme material from the wings and other departments in the prison and liaise with key functional leads and departments to ensure the content shared is representative of the prison.
- To work on other Comms projects, including key events, where applicable providing similar duties.
- To attend key meetings where applicable – Quality Improvement Groups, Equalities, and Reducing Reoffending.
- To recruit, manage and supervise prisoners for the prison media project, and a group of prisoner communication representatives.

Support

- To regularly attend a regional communications and music meeting via Teams or in person. Typically, these meetings takes place alternate and by-weekly via a Teams call and is led by The London Prison Communication Lead.

What we want from you

- Good radio and video production skills – you'll know how to create radio packages, pre-recorded programmes, and video shorts and be more than happy using Adobe Audition and Adobe Premier Pro.
- A broad taste in music would be good and understanding of genres specifically new music and the music of our audience. That is dance (house), pop (chart hits), rap, grime, hip hip, indie, rock, reggae, and dance hall.
- Knowledge of how radio and video is used as a communication tool with an understanding of the wants and needs of listeners and viewers for targeted content.
- You must have a good understanding of editorial issues, especially around compliance. It would also be beneficial to understand the basics around Ofcom's broadcast codes.

- Some like them and some don't – a deadline that is, we have them, and we need your help in hitting them.
- We expect you to have or learn thorough knowledge of copyright, libel and defamation law.
- We need someone with excellent attention to detail, organisational, administrative and communication skills. It is important staff working in prison communications and media can deal with people at all levels and always in confidentiality.
- We'd like you to have tip top IT skills; you don't have to know everything but a good standard with office software as well as a better than good understanding of Adobe suite.
- You need to be happy to work with prisoners because that's what we do.
- You'll need strong influencing and negotiation skills as well as resolve when working under pressure and in disparate surroundings.
- You should have a flexible approach and the ability to plan your work to meet deadlines, because prisons are an ever-changing environment.
- You will have experience of building partnerships, working in teams and have experience representing organisations when required.
- You will have experience of providing training for young people and adults either in an education or a training background.
- It would be desirable if you understand Diversity and Inclusion and Neurodiversity needs of young people and adults.

Ends –

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