



Assistant Producer/Presenter Vacancy.

Thank you for your enquiry.

Trans World Radio is an international Gospel broadcasting network and broadcasts over 1800 hours in 230 languages and dialects each week around the world, by continent-wide satellite networks, over thousands of local stations, and via the Internet. An international staff serves in more than 160 countries.

TWR – United Kingdom broadcasts quality, speech-led Christian radio via satellite and the internet and (at selected times) on short and medium wave.

We are seeking to recruit an enthusiastic individual with vision and passion to join our creative and innovative team seeking to develop life changing Christian radio in the UK. The successful applicant will provide comprehensive support for all aspects of programme production, including research, studio operation, presentation and administrative duties.

Having a strong interest in radio is essential though no professional qualifications will be required as training will be given – we are looking for someone with a flexible approach and a keenness to learn the skills required to prepare and present Christian radio programmes.

Enclosed you will find a job description, and a person specification. A PDF application form is also enclosed, which you can print prior to completion by hand, and return to the address below. Alternatively, a Microsoft Word version is also attached and can be completed on your computer and returned as an email attachment. Please note that although we are happy to receive cv's, a completed TWR application form is also required

The post is for a two year fixed term with the possibility of extension.

**Dr. Russell Farnworth.
Trans Word Radio,
PO Box 606,
Altrincham,
WA14 2YS.**

rfarnworth@twr.org.uk

Telephone: 07724 686024

Person Specification.

| Number | Criteria | Priority | Method of Assessment |
|----------|---|----------|------------------------------------|
| 1 | Qualifications | | |
| 1a) | Relevant professional qualification and/or experience | 2 | Documentation |
| 2 | Skills/Knowledge | | |
| 2a) | Excellent written communication skills | 1 | Documentation/interview |
| 2b) | Excellent verbal and presentational skills | 1 | Presentation/interview/demo |
| 2c) | Able to use IT skills for personal and functional effectiveness | 2 | Documentation/interview |
| 2d) | Good organisational and administrative skills | 1 | Documentation/interview |
| 2e) | Ability to generate programmes of the highest quality | 1 | Interview/demo/references |
| 2f) | Able to think strategically with a focus on the listener. | 1 | Interview/references |
| 2g) | An understanding of the churches and their members in the UK and a personal passion for God's Word to be heard. | 3 | Interview/references |
| 3 | Experience | | |
| 3a) | Experience of programme making | 2 | Documentation/interview |
| 3b) | Experience of working in a collaborative environment | 2 | Documentation/interview |
| 4 | Personal Qualities | | |
| 4a) | A committed Christian fully supportive of the mission of TWR. | 1 | Documentation/interview/references |
| 4b) | Commitment to team | 1 | Documentation/interview/references |
| 4c) | Independence | 1 | Documentation/interview/references |
| 4d) | Diplomacy and discretion | 1 | Documentation/interview/references |

Note: Priority 1 indicates a **vital** criteria, **priority 2** a **desirable** criteria and **priority 3** indicates a criteria **not specifically required** for the post but in a competitive situation may be used to select candidates who cannot be separated on priorities 1 and 2.

Salary. £19,750 pa

Have you ever been convicted of a criminal offence which is not yet spent under the Rehabilitation of Offenders Act 1974? **Yes / No**

Are you subject to any court proceedings, or under investigation, for any alleged criminal offence? **Yes / No**

If you answer yes to either of the above please specify:

EDUCATION, TRAINING & PROFESSIONAL QUALIFICATIONS (from age 12)

| Name of School/College or Professional Body | Date from / Date to | Subjects Taken | Qualifications Achieved |
|---|---------------------|----------------|-------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

EMPLOYMENT HISTORY

| | | |
|------------------------------|------------------------------------|--|
| Present/last employer | Name and Address of Employer | |
| | Job Title | |
| | Date from/to | |
| | Present Salary | |
| | Brief Outline of Duties | |
| | Reason you wish to leave/have left | |

| | | |
|--------------------------|------------------------------|--|
| Previous employer | Name and Address of Employer | |
| | Job Title | |
| | Date from/to | |
| | Salary | |
| | Brief Outline of Duties | |
| | Reason for job change | |

| | | |
|--------------------------|------------------------------|--|
| Previous employer | Name and Address of Employer | |
| | Job Title | |
| | Date from/to | |
| | Salary | |
| | Brief Outline of Duties | |
| | Reason for job change | |

| | | |
|--------------------------|------------------------------|--|
| Previous employer | Name and Address of Employer | |
| | Job Title | |
| | Date from/to | |
| | Salary | |
| | Brief Outline of Duties | |
| | Reason for job change | |

OTHER INFORMATION

Please outline the skills and abilities you have gained through your education, work experience, hobbies, interests and church life that would be relevant to the role you are applying for.

REFERENCES

| | | |
|---|------------------|--|
| Your present employer (Or past employer or college tutor / school head if still studying) | Title | |
| | Name | |
| | Job Title | |
| | Telephone Number | |
| | Email Address | |
| | Address | |
| | Post Code | |

| | | |
|----------------------------|------------------|--|
| A previous employer | Title | |
| | Name | |
| | Job Title | |
| | Telephone Number | |
| | Email Address | |
| | Address | |
| | Post Code | |

| | | |
|---|------------------|--|
| Your Minister / Pastor / Church Leader | Title | |
| | Name | |
| | Job Title | |
| | Telephone Number | |
| | Email Address | |
| | Address | |
| | Post Code | |

PERSONAL DECLARATION

For some positions the Government encourages all agencies to investigate whether or not workers or volunteers have any criminal history in the area of Child Protection. (Some positions will be subject to a CRB disclosure check under the Rehabilitation of Offenders Act 1974.)

If applicable to this role do you give consent for TWR to request a CRB check? **Yes/No**

In line with Data Protection Act 1998 TWR will retain application forms in a secure environment; no personal details will be passed on to third party organisations. Unsuccessful applications will be destroyed. Please check your application before submitting it to make sure that all questions have been answered.

I state that all the information given by me is correct and complete to the best of my knowledge. I understand that if anything on this application is found to be deliberately false or misleading the application will be rejected, or if subsequently accepted for employment may be cause for dismissal.

Signed: _____

Date: _____

Print Name: _____

STATEMENT OF FAITH

The following statement summarises the TWR position in regard to matters of faith. The work of TWR shall be carried out in strict compliance with this Declaration of Faith, ie. belief in:-

- a. The one true God who lives eternally in three persons—the Father, the Son and the Holy Spirit.
- b. The love, grace and sovereignty of God in creating, sustaining, ruling, redeeming and judging the world.
- c. The divine inspiration and supreme authority of the Old and New Testament Scriptures, which are the written Word of God—fully trustworthy for faith and conduct.
- d. The dignity of all people, made male and female in God's image to love, be holy and care for creation, yet corrupted by sin, which incurs divine wrath and judgement.
- e. The incarnation of God's eternal Son, the Lord Jesus Christ—born of the Virgin Mary; truly divine and truly human, yet without sin.
- f. The atoning sacrifice of Christ on the cross: dying in our place, paying the price of sin and defeating evil, so reconciling us with God.
- g. The bodily resurrection of Christ, the first fruits of our resurrection; his ascension to the Father, and his reign and mediation as the only Saviour of the world.
- h. The justification of sinners solely by the grace of God through faith in Christ.
- i. The ministry of God the Holy Spirit, who leads us to repentance, unites us with Christ through new birth, empowers our discipleship and enables our witness.
- j. The Church, the body of Christ both local and universal, the priesthood of all believers—given life by the Spirit and endowed with the Spirit's gifts to worship God and proclaim the Gospel, promoting justice and love.
- k. The personal and visible return of Jesus Christ to fulfil the purposes of God, who will raise all people to judgement, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth.

I confirm that I am fully able to accept the Statement of Faith, and that there is no additional doctrine that I believe, which would detract from, or add to this statement. I confirm that I would feel fully able to work at TWR knowing TWR's Basis of Faith, and that the facts set out in the application are, to the best of my knowledge, true and complete.

Signature: _____

Date: _____