



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



Job Description

Job Title: Assistant Producer.

Responsible to: CEO and Production Team Leader

The Assistant Producer post has been created for a fixed term of 23 months to provide strategic support to the Production Team Leader during a comprehensive review of TWR-UK's news and current affairs output and prior to the creation of a new staffing structure resulting from the review. The post holder will be able to apply for a similar post in the new structure.

Job purpose and primary objective: To enhance TWR-UK's speech-led Christian radio schedule through programme making within the studio team, and to support the development of

Main Responsibilities:

1. Programme production, editing and auditioning.
2. To support all aspects of programme production, including research, studio operation, presentation and administrative duties.
3. Other such reasonable duties as may be required from time to time
4. To comply with all aspects of TWR-UK's Equal Opportunities Policy
5. To comply with health and safety legislation.

Notes:

- 1) Duties will inevitably develop and change as the ministry of TWR-UK develops. Employees should therefore expect periodic variations to job descriptions and TWR-UK retains the right to do this where necessary. This job description will be supplemented on a regular basis by individual objectives derived from TWR-UK strategies.
- 2) Where an applicant or an existing employee is or becomes disabled (as defined by law) and informs the CEO fully of their requirements reasonable adjustments will be incorporated into the job description wherever possible.

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

APPLICATION FORM

Post Applied For

Closing Date

Please return this form to:
Dr Russell Farnworth
Trans World Radio, PO Box 606, Altrincham, WA14 2EY
rfarnworth@twr.org.uk

PERSONAL DETAILS

Title _____

Name _____

Address _____

Post Code _____

Telephone Number: Landline _____ Mobile _____

Date of Birth _____ Nationality _____

Do you hold a current Driving Licence? **Yes / No**

Do you consider yourself to have a disability as identified by the Equality Act 2010? If so, do you require any reasonable adjustments to be made during your visit of you are invited for interview? Please provide details:

Do you have a current valid passport? **Yes / No**

If yes please enter expiry date

Passport country of issue

Are you a United Kingdom (UK), European Community (EC) National? **Yes / No**

If no please answer the questions relating to visa requirements:

Do you have a current visa that entitles you to reside or work in the UK? **Yes / No**

Please provide details of visa expiry date:

(You will be required to provide evidence of your visa status)

Will you require a visa prior to embarking on this employment? **Yes / No**

(If yes, you will be required to provide further personal information in due course)

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: _____