



POLICY & PR EXECUTIVE

Here's the offer

An exciting opportunity to work across a range of policy, PR and communications issues with the organisation that champions and represents commercial radio in the UK.

Radiocentre is the industry body acting on behalf the nation's foremost radio brands, from the biggest – including Heart, Capital, Magic, Kiss, Classic FM – to smaller, independent local groups as well as digital-only and specialist stations.

You will work to support our team and help maximise the impact of our work with a wide variety of stakeholders, from advertisers and agencies to politicians and regulators.

What we do

We perform three main functions on behalf of our members:

- **Advertising:** We ask advertisers and their agencies to see radio differently and use commercial radio to build their brands and drive results, through marketing, events, advertising, PR, research and training
- **Policy:** We provide UK commercial radio with a collective voice on issues that affect the way that radio stations operate, working with Government, politicians, policy makers and regulators to secure the best environment for growth and development of the medium
- **Clearance:** We ensure advertising messages on commercial radio stations comply with the necessary content rules and standards laid out in the BCAP Code of Broadcast Advertising and the Ofcom Broadcasting Code.

Our company values are Trusted, Approachable, Informed, Vibrant and Curious.

About you

We need someone energetic, committed and willing to learn, who is comfortable in dealing with people from all levels on multiple issues.

You will need to be friendly, confident and have a great attention to detail. The role will provide considerable range and variety, opening up great opportunities for the right candidate. It will require you to demonstrate a combination of strong organisational and administrative skills, along with the ability to communicate effectively and understand politics and the media.

You must be a self-starter with plenty of initiative and an ability to multitask. Some experience of the advertising, marketing or political world would be an advantage.



Main responsibilities

This role is full-time and will be based in London. You will report to the Head of Public Affairs with a dotted line to the Head of Communications & Membership Marketing but also work across the organisation including directly with the CEO.

Specific responsibilities will include:

- Managing relationships with internal and external stakeholders
- Overseeing Radiocentre contact strategy with MPs, Peers and government officials
- Supporting delivery of external communications and events
- Ensuring projects and correspondence are followed up on behalf of CEO
- Fielding incoming enquires from member companies
- Organising industry training workshops
- Management of office functions and contractors

Candidate summary

You must have:

- excellent communication skills
- great organisational skills
- strong IT skills – excellent in MS Office (Word, Powerpoint, Excel, Outlook)
- team spirit
- a calm, unflappable manner
- sense of humour
- flexibility to adapt to a range of situations
- a love of radio and audio
- good understanding of advertising and marketing (desirable)



The package

Starting salary of £32,000

Radiocentre benefits

- 25 days holiday (plus bank holidays)
- Life assurance cover on joining
- Auto enrolment to the company pension on joining
- Hybrid working arrangements

Following a 6 month probation period, these benefits are available

- 2.5% performance related bonus
- 2.5% industry related bonus (dependent on industry performance)
- Full company pension – up to 5.5%
- Permanent Health Insurance
- Critical Illness cover
- Private medical and dental cover
- Wellbeing fund for physical/mental development
- Season ticket loan

Application

To apply please email a CV and covering letter to Radiocentre's Head of Public Affairs, Michael Ireland at michael.ireland@radiocentre.org.

Closing date Friday 28th January 2022. Interviews to be held in early February with an ideal start date of early March.