



**Volunteer
Website Coordinator
Application Pack**

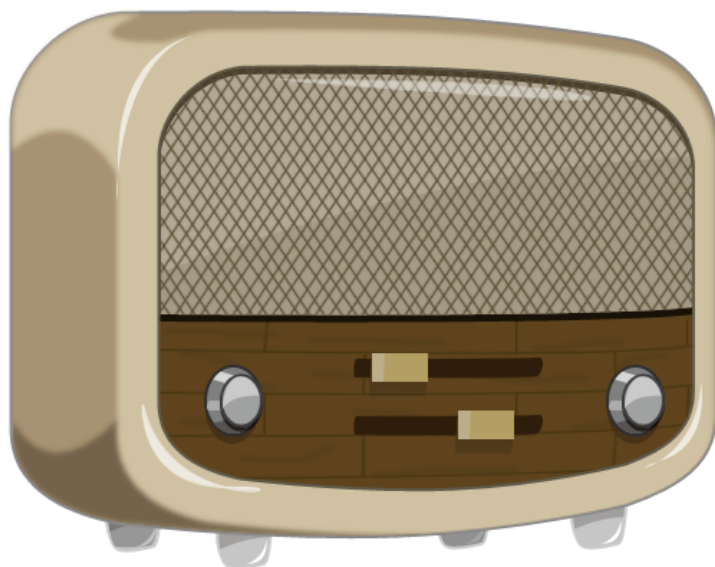




Message from the Station Manager

Thank you for your interest in the
Volunteer Website Coordinator Role

Hello and
welcome to
Norwich's
community
radio station!



Future Radio is Norwich's community radio station, broadcasting 24 hours a day online, via D.A.B. and FM to a potential audience of around 381,000 people across the greater Norwich area.

The station is staffed by over 70 volunteers and acts as a platform for local communities, promoting talent, supporting businesses and offering training and career development opportunities. Our ambition is to create radio that everyone who considers themselves a resident of Norwich, enjoys listening to, no matter where in the world they are!

Future Radio has launched a new website that promotes the work the station does, to profile our shows, important projects we undertake with the community, advertising opportunities, volunteering opportunities and the work of our parent charity Future Projects.

We require a Volunteer Website Coordinator who will keep our website up to date with fresh content and transfer information from our previous website to our new one.



To find out more about the role, contact:

Dean Tucker

d.tucker@futereradio.co.uk

01603 250056



future
projects



Creating brighter futures throughout Norfolk

About us

Future Radio is part of *Future Projects*, a charity whose mission is to unlock the potential of communities experiencing hardship and deprivation by delivering high quality services and support which enables lasting change.

Alongside the radio station, *Future Projects* delivers that mission through *Future Support* and *Future Education*.

Future Support is a collection of specialist support services helping those most in need, in areas such as housing and homelessness, welfare entitlements, family support, debt and money advice, health and wellbeing, employability support, loneliness and isolation, and any other challenges being faced by vulnerable people in our communities.

Future Education is a specialist independent school which engages children with complex needs and nurtures them to become successful adults through an academic and therapeutic curriculum.

Find out more at www.futureprojects.org.uk

Get involved!

Future Radio is operated by volunteers; presenting and producing shows, researching and creating content, supporting the office, keeping our website up to date, coordinating our social media & whatever else is needed to keep a community radio station running!

We don't have a typical volunteer.

Every person who volunteers for us does have one thing in common though - *they're absolutely vital to our work.*

Volunteering at Future Radio offers tremendous opportunities, valuable work experience, the chance to develop new and existing skills & to build confidence. Plus you'll get to meet interesting and enthusiastic people with a passion for music, broadcasting & getting involved in their community.

Previous volunteers have gone on to develop careers in music, media, education & training, business, and the voluntary and community sector.



A word from some of our previous volunteers



"It made me realise that being involved in radio or presenting includes so much more than just being in the studio!"

"Considering radio? Consider no more if you want to be involved in something beneficial to you and the community"

"The best thing I've done"

Whatever your personal goals may be, Future Radio can provide the training, support and opportunities to help you along the way.



"The doors that it's opened up are ones I didn't even know existed & I largely owe that to Future Radio."





Role specifics

Volunteer Website Coordinator

Role status: Voluntary

Time commitment required: 6 hours per week, flexible hours

Location: Norwich / working from home initially

Reporting to: Station Manager

Start date: As soon as practicable

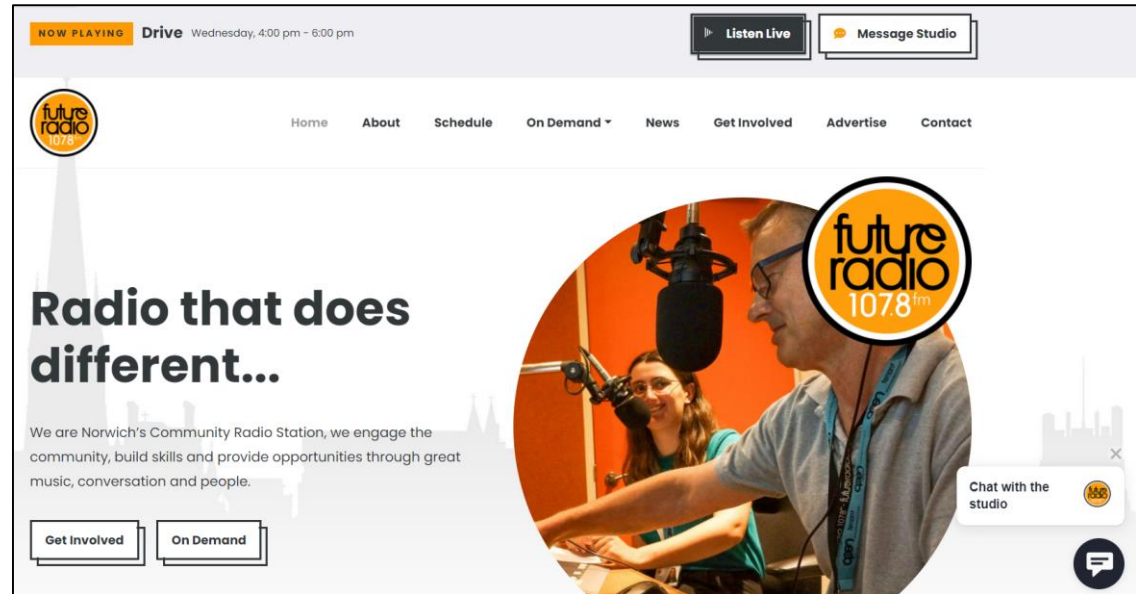
Responsibilities

The Website Coordinator will be responsible for:

- Keeping the website up to date with new posts such as the latest local news and updates from Future Radio and from our parent charity
- Managing the transfer of information from our old website to the new website
- Building a library of images
- Ensuring our radio show schedule is accurate and updated
- Assisting with uploading shows, podcasts & highlights to our On Demand pages
- Promoting the website through Future Radio's social media channels

The post is voluntary with hours to be agreed with the Station Manager. Flexible work outside of normal working hours is possible, however you will need to be available for some daytime work initially, and for regular meetings with Future Radio staff.

And don't worry, full training will be given!



Personal profile

A little bit about you!

If you have previous WordPress experience, that would be great, but it's not essential as **full training will be given**.

You'll be proactive, organised and able to work independently under a given remit. You'll also need excellent communication skills, a can-do attitude, and be a positive champion for Future Radio at all times.

You'll need to be ready, willing and able to give the time, care and attention that the role requires over an extended period.

We'll be looking for:

- A real willingness to learn
- Fantastic organisational skills
- Your ability to generate original ideas
- Good team working skills
- The ability to take the initiative and make quick decisions under pressure





Future Radio,
65-67, Knowland Grove,
Norwich,
NR5 8YD

www.futureradio.co.uk

info@futureradio.co.uk

01603 250056

How to apply

To request an Application Form, please email Daniel Howes, our Volunteer Support Assistant, stating that you are interested in the role of

Volunteer Website Coordinator

d.howes@futureradio.co.uk

Applications must be received by

5pm, Friday 18th February 2022

Interviews will take place shortly after.