



JOB DESCRIPTION

Background

Cross Rhythms media is pioneering a new DAB Radio station and online platform aimed at UK teenagers, called xRhythms. More details can be found at www.crossrhythms.co.uk/xrhythms

Job title

xRhythms Content Controller

Reporting to

Cross Rhythms Executive Management

Job Function

To provide the daily operational management for the xRhythms project (including but not limited to: i) the new XR DAB radio station, ii) the xRhythms website with Visual Radio Player and Music and Lifestyle Blogs, Vlogs and Video production, iii) the xR social media channels, iv) managing a team of contributors). There is a Genuine Occupational Requirement (GOR) that the post-holder is a Christian.

Context and Colleagues

This role is full time (40 hours pw), with flexibility required on occasion on working hours. Some national travel may be required (at company's expense). The purpose of the role is to manage the majority of activities and those people (internally and externally) associated with the on-going operation of the project.

Responsibilities

• Manage the operational team to ensure effective and efficient delivery of the project's objectives, as agreed with Executive Management. This will include but not be limited to:

- i) Recruit radio contributors and help train them, and manage them and their contributions.
- ii) Manage and train video editors
- iii) Manage website article and video delivery from life contributors
- iv) Manage website article and video delivery from music contributors and/or music editor
- v) Recruit and help train music and life contributors who submit written content and manage them and their contributions.

- vi) Recruit video contributors and help train them, and manage them and their contributions.
 - vii) Work with the CR music editorial department and build good lines of communication and synergy across the ministry.
- Ensure management of office and staff is conducted in accordance with the company's approved management systems and protocols.
 - Take the lead (pioneer) and/or manage future additional staff for all activities delivered by the project, ensuring time and budget targets are met. This will include but not be limited to:
 - i) Curate videos from YouTube for Visual Radio Player and xRhythms YouTube channel playlists.
 - ii) Edit videos recorded by yourself and sent in from contributors.
 - iii) Record video interviews in person or on Skype.
 - iv) Record other video content vlogs/reviews.
 - v) Create video list articles for the music and life section of the xRhythms website.
 - vi) Edit and upload music and life written content from contributors onto xRhythms website, including sourcing images/videos/gifs.
 - vii) Curate content for the XR DAB Radio station.
 - viii) Manage xRhythms social media accounts, initially Instagram and YouTube. (Uploading xRhythms own videos and creating playlists on YouTube channel. Create/obtain/take photos and images for Instagram and manage uploading schedule).
 - ix) Help create written content for music and life sections of website if required.
 - Proactively seek opportunities to extend the scope of delivery or the project. Build external relationships with outside partners e.g. YouTube content curators, other youth organisations and churches. This can open a variety of opportunities including promotional opportunities, recruitment of contributors, dialogue on mutually beneficial strategy.
 - Be the operational point of contact for relevant partners, and work to coordinate the aims of the project with other appropriate initiatives.
 - Represent xRhythms at events/speak in churches/man exhibition stands. Work with CR Fundraising department when opportunities arise.
 - Identify and pursue new opportunities for extending the range, benefits and income of the project.
 - Work with CR Marketing to promote the project to stakeholders/audience/users/supporters/partners, and help ensure that appropriate messages about the project's activities and achievements are delivered.
 - Ensure that the Executive Management are briefed on operational activities, (including opportunities, threats, and all matters of consequence) weekly by way of face-to-face meetings or report updates.
 - Arrange for, attend and contribute to Board meetings as required.
 - Monitor and manage performance of the project against overall Business Plan and seasonal action plans.
 - Help contribute to shaping the future xRhythms vision/ideas along with the Executive Management.

Note: The above list is not in order of priority, and other tasks commensurate with the grade of the post may be required of the post-holder.

Person specification

- Passion, desire and commitment to serve God and the kingdom of God; and a sense of 'calling' to the role.
- Passion for the target audience (UK teenagers) and the xRhythms project/vision
- Leadership and some experience of direct management of people/contractors/contributors
- Evidence of previous project management
- Ability to work with minimum supervision under the leadership of the Executive Management
- Ability to manage complex relationships with partners
- Proven tenacious leadership style
- Ability to work with professionalism, character and integrity at all times.
- Excellent communication skills
- Flexible working including some out of hours and travel

Person characteristics

Spiritual Growth – The Cross Rhythms workplace is an environment that actively values the process of spiritual discipleship as God works in a believer's life. A desire for personal spiritual growth is key.

Strong Personal Discipline – As the xRhythms lead person the Content Controller needs to demonstrate the highest standards of behaviour and witness to others at all times. This means being a positive influence on others, through humility, honesty and truthfulness whilst demonstrating character in how they walk out their faith and execute their responsibilities.

Player Adaptability – This role requires the ability to handle varied and detailed information, balance multiple tasks and respond quickly to situations and be able to work within a changing environment.

Team Player – Working cooperatively with Executive Management, contributors and others to set goals, resolve problems and make decisions that enhance the effectiveness of the project is vital.

Decision making - The xRhythms Content Controller needs to support the business and staff by quickly assessing situations as to their importance, risks and urgency and lead the business by making clear and timely decisions in the best interests of the organisation.

Salary

Starting salary in line with the independent Real Living Wage – currently £20,592 p.a.

Scope for salary growth as the project develops. Reviewed annually.

How to apply

Email your CV and covering letter to jonathan.bellamy@crossrhythms.co.uk.

Deadline for applications: 21st January 2022