



FINDING YOUR VOICE

PROJECT MANAGER ROLE

The Project Manager will be expected to:

- To identify groups of people within our broadcast area for whom access to the media is more difficult and whose voices are, therefore, heard less often, and to communicate to them the opportunities of Finding Your Voice
- To set up initial and ongoing systems, which can be shared with key personnel (eg admin worker/trainers) to log:
 - a) Initial enquiries
 - b) Details and characteristics of interested parties
 - c) Set up monitoring systems for all intended outcomes and output etc
- To work with the Volunteer Lead on the design of training programmes for each individual group and ensure all training materials are produced to a high standard and circulated as necessary to trainers and trainee groups
- To identify training venues and book as required, and arrange and brief trainers for all training programmes
- To identify trainees who wish to take part in the trainer-training programme and arrange specialist training for them
- To work closely with admin, preparing/monitoring and organising all budgetary requirements and organising DBS checks for trainers
- To liaise closely with admin to ensure all feedback and monitoring material is collated after each training session ready for external evaluation
- To be prepared to be the public face of the project
- To research other opportunities for funding to ensure sustainability
- The Project Manager will be supervised by a Project Group on the Colne Radio Board and prepare a regular report for the Full Board.

If you have any questions or would like more information, please contact recruitment@colneradio.net

Colne Radio CIC is committed to equal opportunities in our organisation and output.