



Project Co-ordinator

The RadioDNS Project is the global industry membership association promoting the development of Hybrid Radio. Our stakeholders include broadcasters, manufacturers and service-providers in radio markets around the world. As interest in the project has grown, we are appointing a Project Co-ordinator to help with our continuing development.

The Project Co-ordinator is responsible for the day-to-day operation of the RadioDNS Project, and reports to the Chairperson of the organisation.

Duties

Duties will typically include:

- Answering, re-directing, and following up on communication received.
- Using our customer support platform to organise incoming issues, assign them to the correct people in the organisation, and monitor/report on the status of cases.
- Offering first-line advice to people enquiring about the RadioDNS Project.
- Explaining the objectives of the Project, current activities, ways of engaging with the Project, and encouraging membership (where appropriate).
- Liaison with adjacent industry bodies, manufacturers, broadcasters, service-providers on a global basis.
- Communicating with our members and key supporters on a one-to-one basis each quarter, to understand their current issues and to feed them back to the Steering Board.
- Basic banking and accounting responsibilities - inputting invoices, receiving/paying in cheques by post, monitoring cashflow.
- Editing / authoring a monthly newsletter (in PDF format)
- Weekly editing of content for the RadioDNS Project website
- Maintaining the Project Facebook, Twitter, Google+, LinkedIn presence.
- Co-ordinating meeting / conference / speaking appointments
- Organising the quarterly Steering Board meetings
- Organising telephone conference calls for the Steering Board and technical working parties
- Ensuring important documents are stored electronically (including scanning from paper documents where necessary)
- Assisting in the production of presentations for events
- Assisting in the production of marketing material for the Project
- Attend (infrequently) physical meetings, conferences, exhibitions
- Booking travel

Skills and Attributes

- Articulate, confident communicator - both in written and spoken form
- Organised, reliable and trustworthy
- Able to prioritise accurately, and take responsibility for informing stakeholders if issues are at risk of delay.
- Confident user of technology, preferably “cloud apps” or SaaS. Experience of GMail, Google Docs and similar would be valuable
- Confident user of social networking applications for business purposes
- Confident user of mobile devices, consumer electronics, connected media devices
- Smart personal appearance when required
- Able to understand, and clearly communicate the objectives of the Project
- Able to form and maintain good working relationships with stakeholders (members, supporters, adjacent industry bodies).
- Able to organise and prioritise the time of key Steering Board members, to ensure that important tasks are pursued in a timely manner.

Requirement

- 3 years experience in (digital) radio industry, telecoms or consumer entertainment electronics or their trade associations.
- Flexible working hours, including some early or late working to accommodate discussions with people in other time zones.
- At least half of the working time each month to fall between 08:00-18:00 Monday-Friday (UK time), and on at least two separate days in a week.
- Basic accounts experience
- Experience organising / booking meetings, travel, conference calls.
- Experience of using a Content Management System (Wordpress or similar) to maintain the content of a website.

Engagement Basis

The role is engaged on a freelance contract basis, on a number of hours per week to be agreed by the Chair, but not less than 50 hours per month for the first three months.

RadioDNS will provide access to essential business applications (including Voice over IP telephone), but will not provide internet connectivity, office space, computing equipment or mobile telephone. Reasonable expenses, agreed in advance, will be reimbursed at cost.

The role is open to any suitably qualified applicant, and in any location.

The hourly rate is GBP20 per hour (including VAT, if applicable), to be billed in UK Pounds.

How to Apply

Please send a short email with your CV (if you are applying as an individual) or your business credentials (if you are applying as a business) to: team@radiodns.org

Applications must be received by Monday 21st May at 23:00 GMT.

If you have any questions about the role, or how to apply, please email the same address.