



Station Manager

Organisational Environment and Structure

4ZZZ is run by a small but dedicated crew of staff and volunteers, and it's been this way since we hit the airwaves in 1975. We are a non-profit organization, driven to connect and amplify the voices of our local communities and powered by our subscribers and sponsorship revenue. We are committed to providing opportunities for volunteers to gain skills and experience in all facets of community radio with ongoing training and support.

All 4ZZZ staff are expected to adhere to our mission statement and our values, these underpin our actions whether representing 4ZZZ engaging with the broader community or interacting among other staff and volunteers.

Our mission

Connecting and amplifying the voices of our local communities.

Our values

Respect - We will embrace a culture of respect among ourselves and with people with whom we engage.

Independence - We will promote community action and forge our own way.

Diversity - We will value and engage the people on the margins.

Creativity - We will support creative thinking and actions within our community.

Position reports to: Board of Directors

Direct reports: Finance & Admin Officer, Tech Manager, Programming Coordinator, Sponsorship Manager, Marketing Coordinator, Training Coordinator.

Position Description

The Station Manager is responsible for the everyday operations of 4ZZZ. This role works with the Board of Directors to set the strategic direction of the station.

The Station Manager reports to the Board of Directors monthly, and manages a team of paid staff, volunteer coordinators and broadcasters to deliver the strategic vision.

The role is fast-paced and varied. It requires critical thinking, problem solving and strong communication skills.

Prior experience in fundraising, volunteer engagement, broadcasting, organisational strategy & culture are preferred.

Key Accountabilities

- Planning and Policy
 - Lead strategic planning and the setting of objectives to meet the station's mission including the development of annual operational plans.
 - Maintain, monitor and where necessary improve policies and procedures in all functional areas which assist in achieving station objectives and good governance of resources and systems.
- Human Resource Management
 - Maintain appropriate human resource policies and procedures consistent with the station's industrial obligations, legislative requirements and values, which foster and promote a supportive and cohesive internal community for paid and unpaid workers.
 - Foster engagement among staff and volunteers through opportunities for professional development and career progression.
 - Maintain staff morale & output through mechanisms for regularly reviewing performance, job duties and wages.
- Fundraising & Revenue
 - Set strategic goals for campaigns and drive revenue growth through fundraising.
 - Maintain, review and develop fundraising opportunities to ensure our key income streams of subscriptions and donations are robust.
 - Identify grant and other funding opportunities for strategic projects
- Financial Management
 - Ensure the development and implementation of coherent strategies for the effective management of 4ZZZ's fiscal health, including generating funding and the effective management of risk and financial exposure.
 - Develop annual budgets with the Finance sub-committee.
- Broadcasting & Programming
 - Set strategic programming direction with Programming Coordinator, Training Coordinator, Program Reviews Team and programming sub-committee.
 - Oversee the 4ZZZ show application and grid preparation process to ensure the programming direction is in line with the overall Strategic Plan including goals around inclusion & diversity.
- Legal/Compliance
 - Ensure the station meets its corporate governance responsibilities as defined under corporations law and provide effective management of risk by ensuring the station complies with all other applicable legislation and regulation. This includes legislation and codes of practice which specifically relate to broadcasting and fundraising activities.
 - Maintain and monitor effective systems and procedures to ensure that all staff and volunteer programmers are aware of and comply with their legal obligations.
- Technological and Information Management
 - Ensure the efficient and effective management and development of the station's technological, information and communications resources.
 - Develop and implement research and development projects enabling the station to maximise opportunities to exploit existing or new technologies.
- Relationships & Representation
 - Develop and maintain effective working relationships and actively build strategic alliances with other organisations, community groups, universities, businesses and people which will further the achievement of 4ZZZ's corporate and strategic objectives.
 - Build and maintain strong relationships with volunteer workers and community groups who participate in programming and ensure the station community is informed about relevant issues, policy, change and practice.
 - Represent 4ZZZ at conferences, consultative groups and industry forums, as well as undertaking advocacy at government and regulatory level.

Selection Criteria

- Ability to lead an organisation, and experience in the strategic management of organisational resources including financial, technological, information, communication and human resources.
- Ability to build and sustain a motivated and skilled workforce, which includes volunteers, and to create a high degree of morale, team cohesion and effectiveness.
- Commitment to community broadcasting and its objectives; and ability to understand and work with 4ZZZ's station culture and program format.
- Integrity and commitment to ethical practice, equity and diversity; and the ability to apply Equal Opportunity and Occupational Health and Safety principles and practices.
- Outstanding written and verbal communication skills.
- Ability to recognise opportunities, devise innovative proposals and undertake research and development projects which may involve risk taking.
- Success in establishing rapport and maintaining productive relations and effective networks within the work place and with organisations, business and government.

Approval [Office Use]

Position Holder		Date:
Station Manager		Date:
Director, Board of Directors		Date: