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**Job Description**

**Job Title:** Scheduler

**Position type:** Full-time – 37.5 hours per week

**Salary:** £18,000 - £20,000

**Responsible to:** Programme Administration Manager & Network Planner

**Direct reports:** None

**Location:** Plymouth, UK/Home-based

Job Purpose:

This is an entry-level position with no previous experience necessary. Full training will be provided.

You will be responsible for creating and maintaining programming and interstitial schedules (commercials, promos, idents etc.) for our various regional feeds, making sure everything is kept up to date and running smoothly.

With high-level organisational skills, you will be required to adapt and respond to rapidly changing priorities, whilst maintaining a calm and professional approach to all tasks. You will need to be proactive and flexible in your approach with good team interaction skills.

This role can be primarily home-based, but the postholder must be willing to travel for initial training, to attend monthly staff meetings and to participate fully in all team activities, including visits and team building exercises.

Main Duties:

* Prepare and maintain schedules, including interstitials, as specified/directed, using the PROVYS software (training provided) and other systems as necessary.
* Update the schedules as and when required.
* Liaise with the creative teams regarding workflow and programme files.
* View all interstitial elements (promos, commercials, idents etc.) so as to best know how to schedule them creatively.
* Upload schedules for transmission.
* Liaise with staff in other offices across the globe in regards to the schedules and deal with any queries they may have.
* Assist in other areas as and when required.
* Undertake training and attend meetings as and when required.
* Be available to work flexibly when workload dictates.
* Produce reports when required.

Policies and Procedures:

* Adhere to The Angel Foundation’s Staff Handbook and the accompanying policies.
* Comply with Health and Safety procedures and practices
* Work within the charity’s aims and objectives, with clear personal support for the organisation’s mission and vision

General Assistance:

* Provide support to other members of staff during events as and when required
* General office support
* Any other reasonable request made by Management level staff

Genuine Occupational Requirement

Due to the nature and content of the programming and the level of understanding required to create strategic schedules, we believe that there is a Genuine Occupational Requirement (GOR) for this role to be fulfilled by a practicing and committed Christian believer. Should you have any questions or concerns regarding this matter please do not hesitate to contact us.

**Person Specification November 2020**

**Scheduler**

| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **IDENTIFIED** |
| --- | --- | --- | --- |
| Experience | A general interest in the techniques of television production and post productionDemonstrates significant experience of, and commitment to, delivering an effective service in support of the organisation’s aims and objectives | General experience in an office environmentExperience of home-based working | Application Form and InterviewApplication Form and Interview |
| Specialist Knowledge and Skills | Ability to use electronic databases, including PROVYS (training will be provided)Excellent organisational skillsExperience of, and sufficiently motivated to, begin and complete work to appropriate deadlines and to prioritise own workloadComputer literate to a good level including working knowledge of Microsoft Outlook, Word & ExcelExceptional time management skillsProven ability to implement and evaluate best practice procedures | Knowledge of the mission and vision of the organisation Awareness of Health & Safety practice  | Application Form and InterviewApplication Form and InterviewInterviewInterviewInterviewInterview |
| Interpersonal Skills | Must be able to gain credibility amongst managers, colleagues and other employeesExcellent communication skills, both written and verbal, in order to interact with people on multiple levels Values diversity, respecting and drawing on colleagues’ different perspectives, skills, experience and knowledgeAbility to work well as part of a team |  | Application Form and InterviewApplication Form and InterviewInterviewInterview |
| Disposition/Attitude | Fully supports the vision and mandate of GOD TV Willingness and ability to work within Christian ethos and principlesPunctual and well-presented with a positive attitude and enthusiasmPro-active and happy to support others with a ‘can-do’ attitude Seek to improve own performance, contribution, knowledge and is willing to participate in training and development activities as requiredComfortable working autonomously using own initiative  |  | InterviewInterviewInterviewInterviewInterviewInterview |
| Role Expectations  | Able to work flexibly and be adaptable to the needs of the organisation Able to work well under pressurePay great attention to detail Happy to support various positions/people within the Ministry Willingness to travel for training, events and meetings |  | InterviewInterviewInterviewInterviewInterview |
| Qualifications | Educated to GCSE level or equivalent | A-Level qualifications or equivalent | Application Form and Certificates  |