



Job Title: Programme Manager - AudioUK's Audiotrain

Location: Remote, with occasional travel across the UK

Salary: £40,000

Contract Type: Salary is based on project delivery, approximately 4 days a week, with some flexibility, fixed-term (12 months, with the possibility of extension)

About Audiotrain:

Audiotrain is an innovative skills, training, and mentorship programme designed to elevate the standards of audio related business and production across the UK. This includes podcasts, radio, audiobooks and associated disciplines, including visual and social. It is part of AudioUK - the industry body for podcast, radio and audiobook producers.

Audiotrain has been awarded funding by the BBC for a three year period, in order to run an ambitious programme of online and in person training, to address skills gaps across the UK.

Role Overview:

The Programme Manager will work closely with AudioUK to design and implement a bespoke training programme aimed at enhancing the skills of creative professionals across the UK.

The Programme Manager will lead the delivery of the Audiotrain initiative, ensuring the smooth execution of all training activities, from online learning modules to face-to-face sessions. This role is pivotal to the programme's success, responsible for programme generation, production management, managing stakeholders, project management, IT, budgeting, marketing and delivery.

Key Responsibilities:

1. Project Leadership:

- Oversee the Audiotrain programme from planning to delivery.
- Lead recruitment of a steering group of stakeholders from across the UK to support in-person training.
- Ensure that project objectives and KPIs are met.
- Work to promote the programme across social and online platforms.

2. Content Development:

- Lead the planning and oversee the production of online learning modules and videos, ensuring quality and relevance to industry needs.
- Source and book contributors.
- Collaborate with local training companies to design and deliver face-to-face sessions, targeting specific skills gaps in key regions.

3. Partnership Management:

- Act as the primary liaison between AudioUK, the BBC and local stakeholders.
- Foster relationships with member companies and industry partners to ensure the successful execution of the programme.
- Work with contributors and trainers to ensure effective delivery of content.

4. Budget & Resource Management:

- Manage the programme's budget, ensuring that costs are kept within budgetary constraints.
- Oversee the allocation of resources for project management, video production, contributor fees, outreach, and local partnerships.

5. Monitoring & Reporting:

- Track and report on programme KPIs and outcomes, ensuring alignment with strategic goals.
- Regularly review and evaluate programme delivery, providing insights for improvements and adjustments.
- Prepare reports and updates for internal and external stakeholders, including the BBC and AudioUK.

6. Outreach & Recruitment:

- Lead and drive outreach efforts to engage audio professionals across the UK, both for online and in person training.
- Promote the programme to industry professionals - identifying and signing up participants for both online and face-to-face training, using methods including social media and other marketing methods.

Key Skills & Experience:

- **Project Management Experience:** Proven track record of launching and managing large scale programmes, preferably in the media or creative industries training spaces.
- **Partnership Management:** Strong experience in managing stakeholders, including industry partners, training providers, and contributors.
- **Budgeting & Financial Management:** Demonstrated experience in managing project budgets and ensuring financial accountability.
- **Excellent Communication:** Ability to communicate effectively with diverse stakeholders, including the BBC, production companies, and trainees.
- **Marketing:** Wide experience using social media and other marketing methods to drive sign ups to events and / or training, including writing copy and designing assets.
- **Flexibility & Problem-solving:** Ability to work under pressure, manage multiple tasks simultaneously, and adapt to evolving programme needs.

Desirable:

- **Audio Industry Knowledge:** Familiarity with the audio production landscape, including podcasting, radio, and other formats.
- **Knowledge of the UK's regional audio markets and industry skills gaps.**
- **Understanding of adult learning methodologies and e-learning platforms.**

How to Apply:

Please send your CV and a cover letter (no more than one A4 page at font size 11) outlining your relevant experience to admin@audiouk.org.uk - subject line "Audiotrain Job".

The job will remain open until we find a suitable candidate. Please apply as soon as possible if you are interested.