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| **Committee Position:** | **Oxide Radio | Publicity Officer** |
| **Department:**  | Oxford SU - Communications |
| **Responsible to:** | Digital Communications Coordinator |
| **Hours of Work:** | 5 to 10 Hours a Week  |
| **Committee Position Duration** | September 2019 – June 2020 |

The Oxide committee is selected on an annual basis. They are responsible for the overall running of the station for the academic year. Student radio is at the heart of university culture across the country and further afield, giving students the opportunity to share their passions with a global audience. We at Oxide pride ourselves on providing the platform and support to ensure that interested students can get fully involved in radio broadcasting in many ways.

**Main Duties and Responsibilities include but are not limited to:**

* Manage Oxide Radio's social media platforms (Facebook, Instagram and Twitter).
* Updating and maintaining the Oxide Radio website via Squarespace.
* Solicit advertising and sponsorship opportunities for Oxide whilst upholding any outstanding commitments.

**Skills**

* Social media knowledge and experience of most platforms
* Experience editing a front-end website such as Squarespace
* Experience copywriting for social platforms and marketing promotion

**General Responsibilities:**

* To represent Oxide Radio and maintain a professional and positive image of Oxide Radio.
* To attend Oxide committee meetings, project meetings and any other such meetings as required.
* To be responsive to emails when applications open.
* To be willing to provide clear explanations as to why / why not a show has been accepted / rejected.
* To comply at all times with Oxide radio and Oxford SU’s policies and organisational values.
* To take reasonable care of health and safety in relation to themselves, other people and resources whilst at work; to comply with Oxford SU’s Health and Safety Policy to enable Oxford SU’s responsibilities under the Health and Safety at Work Act to be performed; and
* To undertake any other tasks as may be reasonably required by Oxford SU’s Digital Communications Coordinator

*NB - Full training and handover will be provided by outgoing committee*

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**How to apply:**

Send a short cover detailing why you would be a good fit for the position.

**Please send applications to** digitalcomms@oxfordsu.ox.ac.uk

**Closing date:** Monday 22nd April 2019. Interviews will be scheduled for 1st Week of Trinity Term.