

JOB DESCRIPTION



Job Title: Assistant Manager (Housing), Anglia and Central TV Regions

Reports to: Peter Monteith, Regional Manager, Anglia/Central TV Regions

About Digital UK

Digital UK is the independent, not for profit organisation created by the public service broadcasters (the BBC, ITV, Channel 4, Five, Teletext and S4C) and the digital terrestrial television multiplex operators (SDN and Arqiva) to implement the Government policy of digital TV switchover in the UK between 2008 and 2012. The Anglia and Central TV regions begin the switch to digital in 2011.

Digital UK's job is to make sure that switchover happens on time and in a way that makes it as simple as possible for the public. Our main tasks are to:

- Explain to the public what switchover is and how and when it is happening.
- Co-ordinate all the main parties involved in switchover including the broadcasting industry, Government and Ofcom (the communications regulator), local government and the voluntary sector.
- Oversee the technical process of converting the UK's terrestrial transmitter network from analogue to digital.

About the role

This is an exciting time to be joining Digital UK and an opportunity to play a major role in a project of national importance. Digital TV switchover is the biggest event in broadcasting since the introduction of colour TV and will affect every viewer in the country.

Reporting to the Regional Manager, you will implement Digital UK's activities in the Anglia and Central region as required. You will represent Digital UK to local stakeholders and particularly to local government housing departments, housing associations and other landlord and tenant organisations both public and private. You will be a self-starter, confident of speaking in public and comfortable working in an office, at home or on the road. As extensive travel will be a feature of this post a suitable location such as Northampton giving easy access across the two regions would be useful.

Initially the contract will be for a period of two years.

Overall objectives

- To ensure that stakeholders and viewers in the area are informed and educated about the process of digital TV switchover.
- To implement Digital UK's external relations and communications activity as directed by the Regional Manager.

Specific responsibilities

- To develop Digital UK's community outreach programme in the Anglia and Central TV regions, working closely with key partners in the housing sector; but also the voluntary sector and local government.
- To represent Digital UK at public meetings and events and to make public presentations where required.
- To manage the Digital UK regional database for housing (and related sectors) and ensure contacts are up to date and regularly informed of key switchover initiatives which directly impact on their area of work (such as the Homes Set For Digital scheme).
- To proactively contact and establish effective working relationships with relevant stakeholders, particularly social and private landlords and related associations, ensuring that they and their constituents are prepared for switchover in their area.
- To develop and initiate local and regional events and publicity to drive awareness and understanding of switchover.
- To deal with local switchover related enquiries and stakeholder correspondence.
- To assist the Regional Manager as directed.

Experience, knowledge and qualifications required

- Substantial experience and knowledge of the public and/or private housing sectors
- Good working knowledge of the Anglia and Central TV regions
- Some understanding of local government
- Willingness to travel frequently.
- Excellent communicator and experienced public speaker.
- Excellent presentation skills
- Ability to deliver training
- Demonstrable experience of working with the public
- Ability to self start and willingness to take responsibility
- Quick thinking, responsive and flexible.
- Possession of a full current driving licence and access to a car for which appropriate expenses will be paid.
- Good computer skills and database management skills. Familiarity with Microsoft Office products, particularly Outlook, Word and PowerPoint are required.
- Ability to work from home, an office or on the road.

How to apply

The position is offered on a two year contract initially and the salary for the post will be between £30,000-£35,000 p.a., depending on skills and experience. Other details of the compensation package can be discussed at interview.

For an informal discussion about the role please call Peter Monteith, Regional Manager, Anglia and Central TV Regions.

Your application should comprise a C.V. and a letter summarising why you are attracted to the post and what you think you could bring to the job.

Please send your application to Lee Bassett, Executive Assistant, Digital UK, The Met Building, 22 Percy Street, London W1T 2BU. Alternatively, please email your application to Lee.Bassett@Digitaluk.co.uk

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