



EUROPEAN UNION  
Investing in Your Future  
European Regional  
Development Fund 2007-13

## **Job Description**

### **Administrator (SLTV)**

#### **Introduction**

Digital Media Exchange (DME) is a programme managed by a consortium of partners and part funded by the European Union through the Yorkshire and Humber ERDF Programme 2007-2013. DME is designed to promote jobs and enterprise by supporting digital media entrepreneurs to engage in cross-platform production for radio, television, web and mobile, building on existing infrastructure previously supported by ERDF and benefiting from investment in a new local television channel for Sheffield.

Sheffield Live – SLTV is the new local television channel for Sheffield co-located with Sheffield Live community radio and part of a new cross media platform for the local community.

The Administrator (SLTV) will be responsible for support to SLTV delivery under Action 3 of the Digital Media Exchange project, including a programme of production support for new and emerging audio visual enterprises assuring. The post-holder will report to the SLTV Production Manager.

#### **Job Description**

1. To have day-to-day responsibility for office administration, reception and user services.
2. To handle incoming communications, bookings, and to assist the technical and production team.
3. To assist in the preparation of reports to the Project Management Group and CM Solutions.
4. To provide general administrative support including maintaining office systems and to provide administrative support to users of the Digital Media Enterprise Centre.
5. To undertake such other tasks as may be reasonably requested

In carrying out these duties the post holder will be required to respect all internal policies and procedures of SLTV including on equal opportunities and health and safety.

**This post has been part funded by the European Regional Development Fund as part of Europe's support for the region's economic development through the 2007-2013 Yorkshire and Humber ERDF Programme.**

## **Person specification**

### **Administrator (SLTV)**

#### **Essential requirements**

- Relevant qualifications or practical experience
- Excellent oral and written communication skills
- Excellent typing and word processing skills
- Ability to work effectively with a diverse team of people
- Empathy with the ethos, aims and objectives of Sheffield Live

#### **Desirable requirements**

- Knowledge and / or experience of media production
- Fluent in the use of databases and/or spreadsheets
- Motivation and interest in community media

## **Terms and conditions**

### **Administrator (SLTV)**

#### **Salary**

Salary, according to experience, starting from £14,000 per annum.

#### **Pension**

Sheffield Local Television Ltd offers an employer's contribution of 6 per cent of gross salary offered via a Group Stakeholder Scheme for salaried staff.

#### **Location**

Sheffield Live, 15 Paternoster Row, Sheffield S1 2BX

#### **Holidays**

25 days annual leave plus bank holidays, pro rata to a 35 hour week.

#### **Hours**

35 hours per week. Flexible working required including some evening and weekends.

#### **Trade union**

The person appointed is encouraged to belong to an appropriate trade union.

#### **Duration and probationary period**

The post is subject to a probationary period of three months and annual or more frequent performance based review thereafter.

#### **Applications**

By submission of CV and a covering letter outlining relevant experience and motivation.

Applications should be sent to: [jobs@sheffieldlive.org](mailto:jobs@sheffieldlive.org) including the job title as reference.

Deadline for applications: 31 October 2014

**This post has been part funded by the European Regional Development Fund as part of Europe's support for the region's economic development through the 2007-2013 Yorkshire and Humber ERDF Programme.**