



Job Title: Scheduling Assistant

Reporting to: Head of Content & Scheduling

Hours: 9.30am to 5.30pm, Monday to Friday

Salary: £25,000

About Together TV

Together TV is the UK's social purpose broadcaster, inspiring positive change. We encourage our viewers to do good in their lives and communities. With brilliant, award-winning programmes and the chance to better the neighbourhood, Together TV is on Freeview 82, Sky 170, Virgin 269, Freesat 164, togethertv.com, My5, YouTube and Facebook.

Together TV is owned cooperatively by over two hundred people with a wider group of donors and backers including twenty leading media organisations.

The role:

The Scheduling Assistant work across our content and scheduling activities. This role will include the selection, compliance, preparation and delivery of content and presentation schedules across our linear and on-demand platforms and partnerships. There may be occasional transmission issues that need resolving outside office hours so the person in this role may need to be on call on evenings, weekends and public holidays (as are at least three or four other members of the team).

Key responsibilities:

Scheduling

1. Prepare presentation schedules for sign-off, ensuring they adhere to Ofcom regulations
2. Ensure graphics and CTAs align with our engagement and social impact campaigns
3. Delivery of EPG and listings data to all platforms when required
4. Work with advertising partner to ensure ads are delivered on time
5. Solve transmission problems and sending daily TX logs, Asruns and PRS reports
6. Support provision of programmes made available via catch-up or on-demand
7. Ad hoc work on monthly programme schedules when needed.

Content

1. Content duties for some programmes including rights, metadata and Ofcom compliance
2. Support content team in programme selection, development and working with distributors
3. Screening and reviewing new films sent to us by independent filmmakers

Person specification:

1. Some experience in a broadcast environment preferable
2. Aptitude for programme management and scheduling systems
3. Hardworking and flexible work ethic
4. Confident attitude, able to communicate well and proactively uses initiative
5. Ability to work collaboratively, manage a varied workload, and deliver to deadlines
6. Commitment to the aims and values of Together TV

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances. Together TV values diversity and is an equal opportunities employer. We are committed to diversity and inclusion and would particularly welcome applications from people from Black, Asian and Minority Ethnic backgrounds.

Closing date: 5pm, 4 June 2021

How to apply:

Please email your CV, a link to your reel and a covering letter describing why and how you would be great for this role, together with the completed Equal Opportunities form to janet@togethertv.com