Subcity Radio: Station Manager

(Voluntary Role)

Joint applications are welcomed (see form for how to apply jointly). Applicants may also be considered for the role on a job-share basis.

Subcity Radio is the University of Glasgow's independent student radio station, operating under the umbrella of the Glasgow University Students' Representative Council (SRC). We are currently recruiting a Student Station Manager to lead the station through the upcoming academic year.

This is a fantastic opportunity for a student(s) with strong leadership, communication, and organisational skills who is passionate about radio, media, and student-led creativity.

Role Title:
Station Manager

Reports to:
Glasgow University Students' Representative Council (GUSRC)

Role Type:
Voluntary

Given the extent of responsibilities there is a potential for two individuals to share responsibility. (This has often been the case in recent years).

Duration:
Academic year (2025–26), with potential for handover/support during summer 2025

Role Summary
The Station Manager is responsible for the overall direction, content, and day-to-day operation of Subcity Radio. Acting as the first point of contact for the station, the Manager ensures strong communication across the station's team and contributors, represents the

station in liaising with the SRC, and fosters a welcoming and inclusive creative environment for all involved.

Key Responsibilities

Leadership & Coordination

- Oversee Subcity's core teams: Programmes, Communications, Tech, Design, Support, and Archives.
- Chair weekly Subcity team meetings and ensure cohesive internal collaboration.
- Lead recruitment, shortlisting, interviewing, and appointment of Subcity team members.
- Seek advice at an early stage on issues arising during the day-to-day operation of the station
- Maintain clear and effective communication across the station.

Station Operations

- Support and delegate tasks to team coordinators to ensure smooth day-to-day running of the station.
- Respond to queries from team members and contributors in a timely manner.
- Work with the Tech team to ensure all equipment is functional, arranging repairs and replacements as needed.

Representation & Outreach

- Act as the primary liaison between Subcity and the SRC, particularly on legal and financial matters.
- Promote and represent Subcity at university events such as Welcome Week
- Support outreach to the wider Glasgow community through events and collaboration.

Financial Oversight

- Manage the station's budget and maintain accurate records of spending.
- Liaise with the SRC to ensure financial processes and requirements are met.

Diversity & Inclusion

- Proactively build a diverse team and promote inclusive programming that reflects the range of voices and experiences within the University and broader Glasgow community.

Person Specification

Essential	Desirable
A current student at the University of Glasgow (undergraduate or postgraduate). **Strong organisational and time-management skills.** **Excellent interpersonal and communication skills.** **A proactive and collaborative leadership style.** **Commitment to inclusivity and representation in student media.** **Ability to manage competing priorities and delegate effectively.** **Willingness to work flexibly and respond to issues as they arise.**	- Prior involvement in Subcity Radio or similar student-led or media-focused projects. - Experience in team management, budgeting, or event coordination. - Awareness of legal or regulatory issues relating to media or broadcasting. - Familiarity with audio equipment or technical broadcasting processes (training/support can be provided).

To Apply

Closing date for applications Monday 16th June at 4pm

To apply, please complete the application form found here:
https://www.glasgowunisrc.org/opportunities/student-media/subcity-radio/manager-apply/

Please submit application form to recruitment@src.gla.ac.uk