



# The Quantum Management System

**Coordinator for Online Radio Promotion**

**Volunteer/Stakeholder**

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## Role & Responsibility

The Online Radio Promotion Coordinator is responsible for self-coordinating the various practical activities to help promote the QMS directly to the general public via its online radio broadcast application, 'Spreaker' working in liaison with the QMS Steering Team directly.

The Online Radio Coordinator will be entirely responsible for the ensuring of schedules, broadcasts, seeking of participants and speakers, and the publishing of material/content their self. The number of broadcasts may grow as momentum gains, and so the role will have more time and responsibility involved – please take this into consideration prior to taking on this role. Each broadcast slot needs to be planned well in advance – the content and material to be discussed with the speakers, interviewees, guests, groups etc. involved. This schedule needs to be promoted in advance and regularly and as it is updated and added to. The schedule will be uploaded into the QMS website and on social media platforms. A mix of broadcasting times will capture different audiences in the 'live' context – even though published for listening at any time. Differing times of the actual broadcast need to accommodate the various parts of society such as elderly, youth, workers, nightshift etc.

The Online Radio Promotion Coordinator is expected to have some knowledge about online radio broadcasting so that they can 'run with it' with oversight by the QMS Steering Team. They would need, preferably, to have the relevant audio equipment and resources required to facilitate outside and face-to-face in person broadcasts. Passwords and access to the 'Spreaker' site will be given once in position. The Radio Coordinator will NOT be micro-managed and will be left to take responsibility for the Online Radio in general. However, Online Radio material is a key component in promoting the QMS so the Steering Team will have 100% control and oversight on all matters regarding the online radio material. The weekly meeting is also a way of ensuring the Steering Team and Online Radio Promotion Coordinator are all on the same page and know what is going on and to stay in the loop together. This way the QMS Steering Team can offer their thanks, gratitude and appreciation for the Coordinators' work and to all those concerned in the coordinating and volunteering process.

<b>Online Radio Promotion</b>			<b>Coordinator/Facilitator:</b>		
<b>Devise Schedules</b>	<b>Coordinate Speakers/Guests</b>	<b>Promotion of Broadcasts</b>	<b>Publish Broadcasts</b>	<b>Create Material for Interviews</b>	<b>Liaise with QMS Steering Team</b>
To devise and operate a regular broadcast schedule of speakers, guests, interviewees etc. to ensure wide audience coverage and demographic.	To seek, book, and organise the hosts, speakers, guests and interviewees for scheduled broadcasts ensuring reminders and discussing content.	To continually promote upcoming broadcasts and the guests, speakers and interviewees as well as content and material to be discussed.	To upload to and use the QMS Spreaker online radio broadcast site for all QMS online radio broadcasts live or uploaded later on.	To liaise with QMS Steering Team in regards to content and material for discussion and create such for speakers, interviews etc.	To liaise with the QMS Steering Team once per week, and additionally when necessary.
	Arrange and schedule interviews with Graham, Graeme, Matt, Caron and other QMS personalities onboard and any other potential Media Personalities as necessary		Post QMS online radio podcasts onto the QMS Website and other media platforms	Source and arrange content, news and interviews	

- Additional Coordinator and Volunteer roles may become evident or expanded as the journey progresses – these will be advertised as necessary.