



28 April 1986

INTERNATIONAL BROADCASTING TRUST

2 Ferdinand Place, London NW1 8EE

Telephone: 01 482 2847

Dear Applicant,

IBT DIRECTOR APPOINTMENT

Thank you for expressing an interest in this appointment. It is a new post which combines the most important parts of the work of IBT's current Editor-in-Chief and General Secretary and will replace these two existing posts.

IBT wishes to fill the Director vacancy as soon as possible. The closing date for applications is first post on Tuesday 20 May. There will be two rounds of interviews and these will be held on 4 and 9 June 1986.

I enclose with this letter:-

- i. An application form for you to complete and return.
- ii. A form requesting information about your ethnic origin which you are also asked to complete and return.
- iii. The job description for the Director post.
- iv. IBT's 1985 Annual Report
- v. "Views of the World" - a catalogue of IBT programmes and publications.

It is likely that the post will be offered on a 5 year fixed term contract at a salary to be agreed with the successful applicant at interview.

Please let me know if you require any further information or if you would like an informal discussion by telephone about IBT and/or this job before completing your application.

Yours sincerely

Hugh Bayley

Hugh Bayley

Charity Registration Number 326150 Secretary



INTERNATIONAL BROADCASTING TRUST

DIRECTOR - JOB DESCRIPTION

Purpose of Post

To provide determined and effective leadership for IBT, and a clear organisational focus. To co-ordinate the various functions of IBT and to represent IBT to the Broadcasting Industry, the Development Education sector, and in the public arena generally. To direct and implement IBT policy in order primarily to ensure continuing commissions, both broadcast and non-broadcast, so that a secure and vigorous future for IBT is ensured.

Experience

Media expertise and substantial experience in the field of broadcasting, or public campaigning or journalism, along with proven managerial and administrative abilities. A commitment to, and a knowledge of development issues is necessary.

Responsibilities

1. Providing firm leadership for IBT, supplying decisive managerial direction for IBT's various functions.
2. Taking overall responsibility for both programming and education output.
3. To maintain effective relations with commissioning broadcast organisations, e.g. Channel 4, BBC, ITV, ILR Companies; and with overseas broadcast stations with a view to co-production deals.
4. Ensuring effective liaison between IBT and its member organisations and with IBT's regional structure.
5. Taking administrative responsibility for IBT staff and the co-ordination of their work. Ensuring effective channels of communication within the office as well as with member organisations.
6. Taking overall responsibility for staff deployment, training and career development.
7. Representing IBT in broadcast forums at the highest level and, where necessary, conducting and concluding negotiations.
8. Representing IBT publicly in meetings, conferences, etc with the press and other media, and with other interested bodies in the development education field.
9. Ensuring reliable and on-going finance for IBT's activities.

Accountability

The postholder is accountable to the Board of IBT.

INTERNATIONAL BROADCASTING TRUST

APPLICATION FOR THE POST OF DIRECTOR

Please complete this form and return it, marked "Confidential", by first post on 20 May 1986 to:-

General Secretary
International Broadcasting Trust
2 Ferdinand Place
London NW1 8EE

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1. NAME:
 2. ADDRESS:
 3. TELEPHONE NO: (Business):
(Home):
 4. DATE OF BIRTH:
 5. EDUCATION: (Please list the schools, colleges and universities which you attended and the qualifications that you obtained).

6. IN-SERVICE TRAINING: (Please give details of any relevant training that you have received while in employment).

7. LANGUAGES: (Please give details of your spoken/written command of foreign languages).

8. PRESENT OCCUPATION AND EMPLOYER:

9. DESCRIPTION OF PRESENT JOB:

10. CAREER TO DATE: (Please specify dates, occupation, employer and job function in each post).

11. PROGRAMME MAKING: (Please list the programmes which you have made and where they have been broadcast/distributed).

12. MEDIA AND CAMPAIGNING EXPERIENCE: (Please give details of journals and newspapers you have written for, other publications with dates, and other media and/or campaigning experience).

13. INTERNATIONAL EXPERIENCE: (Please give details of work (including programme-making) you have done in developing countries and any other experience you have had, in Britain or abroad, of world development issues).

14. VOLUNTARY SECTOR EXPERIENCE: (Please give details of any charities/voluntary bodies to which you belong or with which you have worked).

15. MANAGEMENT EXPERIENCE: (Please give details of your experience of administration and the management of staff and financial resources).

16. REFERENCES: (Please give the names and addresses of two referees, at least one to be someone with whom you have worked).

17. CURRENT SALARY:

18. WHERE DID YOU SEE THIS POST ADVERTISED?

19. Please explain why you are applying for this post and what contribution you believe you would make to IBT. Please use an additional sheet if required.

APPLICATION FOR THE POST OF DIRECTOR

Please complete this form and return it, marked "Confidential", to the Secretary, International Broadcasting Trust, 3, Ferdinand Place, London SW1 8ET.

Secretary,
International Broadcasting Trust,
3, Ferdinand Place,
London SW1 8ET.

NAME:

ADDRESS:

TELEPHONE NO:

(Business)
(Home)

DATE OF BIRTH:

EDUCATION:

(Please list the schools, colleges and universities attended, giving the dates and the subjects studied.)

Signed:

Date:

IBT's EQUAL OPPORTUNITY EMPLOYMENT POLICY

IBT has an Equal Opportunity Employment Policy to try to ensure that its employment practices do not discriminate against women and/or members of ethnic minorities. IBT seeks information about the sex and ethnic origin of job applicants to enable it to monitor the effects of this policy. You are not obliged to complete this questionnaire but it would greatly assist us if you were to do so. The information given will be separated from your application when it is opened at the IBT office and will be treated in strictest confidence.

Please tick

1. I am: Male
: Female

2. I would describe my ethnic origin as:

Afro Caribbean

Asian

European white

Other

If other, please specify

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3. I saw the post advertised in

.....

4. Post applied for:

Date: