



Canberra Christian Radio Ltd
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Canberra Christian Radio Limited

General Manager Position Description

1WAY FM is seeking a new General Manager (GM) to lead the station into its next exciting chapter. Building upon the solid foundation that has been laid, we are looking for a GM who can lead 1WAY FM into the next season through strong visionary and strategic leadership to fulfil the station's mission of Christ-centred broadcasting to uplift, inform and encourage listeners through faith-based content and strong community engagement.

Reporting directly to the Board, the GM is responsible for the overall direction and operation of 1WAY FM, ensuring all activities are aligned with 1WAY FM's core values of Hope, Wisdom, Self-Control, Humility and Servanthood.

WHAT WE OFFER

- Faith and purpose-based career opportunity
- Flexible working arrangements
- Professional Development
- Paid Training

KEY RESPONSIBILITIES

1. Leadership

- Lay the framework for taking 1WAY FM into the next season, implementing the strategic vision and direction to see the station meet its mission.
- Provide Christ-centred, servant leadership to radio staff and volunteers by fostering a positive work environment which promotes collaboration and teamwork.
- Nurture a positive, mission-driven culture aligned with 1WAY FM values.

2. Staff Development

- Oversee HR functions including recruitment, onboarding, performance evaluation, professional development and volunteer management.

3. Regulatory & Legal Compliance

- Maintain the 1WAY FM community broadcasting licence (including the reapplication process).
- Ensure adherence to all federal and territory laws and regulations (ACMA, CBA, copyright/licensing, etc.).
- Maintain thorough documentation in relation to all regulatory and legal compliance requirements (and readiness for audits, inspections, or reviews).
- Preparation and presentation of monthly operational reports to the board.
- Preparation of annual operation reports and other associated material for the Annual General Meeting.
- Management of the 1WAY FM membership list, renewals and new membership applications.

3. Financial Management

- Develop and proactively manage the station's annual operating budget.
- Ensure responsible and transparent use of financial resources in accordance with 1WAY FM policies.
- Work with the 1WAY FM accountant to prepare monthly financial reports for the board's consideration.

4. Funding & Donor Development

- Design and implement a comprehensive annual funding strategy
- Cultivate relationships with individual donors, sponsors, and philanthropic partners and grow sponsorship revenue.
- Lead fundraising campaigns, appeals and special events.

5. Marketing, Promotion & Community Engagement

- Oversee 1WAY FM's branding, promotional content, and public messaging across all media.
- Organise and lead community engagement events, station tours, and outreach efforts.
- Represent 1WAY FM in public, denominational, industry, and community settings with integrity and professionalism.
- Seek ways to increase community engagement and broaden 1WAY FM's listenership and reach.
- Maintain strong community connection and visibility.

6. Strategic Partnerships & Underwriting

- Establish and grow underwriting partnerships with businesses, churches, and ministries.
- Manage sponsorship contracts in accordance with CBAA guidelines.
- Maintain relationships with new and existing national program producers and negotiate broadcast agreements.
- Maintain relationships with Christian Media Arts Australia.

7. Programming Oversight

- Lead programming strategy, format development, and music selection to meet audience and ministry goals.
- Supervise on-air staff and volunteers, develop content schedules, and ensure high-quality broadcasting.
- Develop, support and grow local community content.

8. Additional Duties

- Fulfil other duties as assigned by 1WAY FM Board to support the mission and growth of 1WAY FM.

Key Competencies

1. **Establishing Focus:** The ability to develop and communicate goals in support of the ministry's mission.
2. **Managing Change:** The ability to demonstrate support for innovation and for organisational changes needed to improve the organisation's effectiveness; initiating, sponsoring, and implementing organisational change; helping others to successfully manage organisational change.
3. **Empowering Others:** The ability to convey confidence in employees' ability to be successful, especially at challenging new tasks; delegating significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues.
4. **Building Collaborative Relationships:** The ability to develop, maintain, and strengthen partnerships with others inside or outside the organisation who can provide information, assistance, and support.

5. **Strategic Thinking:** The ability to analyse the organisation's competitive position by considering market and industry trends, existing and potential customers (internal and external), and strengths and weaknesses as compared to competitors.
6. **Entrepreneurial Orientation:** The ability to look for and seize business advantage opportunities; willingness to take calculated risks to achieve business goals.

QUALIFICATIONS

Education & Experience

- Degree in Communications, Broadcasting, Business, Ministry Leadership, or related field or demonstrated significant experience.
- Minimum 5 years of experience in management or equivalent leadership role.
- Experience in donor development, budget management, and regulatory compliance

Knowledge, Skills & Abilities

- Deep understanding of Christian broadcasting and ministry-focused communication.
- Strong leadership, organisational, and team-building skills.
- Knowledge of ACMA, CBAA and CMAA and other relevant media regulations.
- Excellent verbal and written communication abilities.
- Proficiency in radio operations, media platforms, and public engagement strategies.
- Strong ability to engage and build new relationships within the local community.
- Commitment to 1WAY FM's vision, mission, purpose and values.

PERSONAL ATTRIBUTES

- Alignment with the 1WAY FM vision, mission, purpose and values
- Visionary leader with high integrity and accountability.
- Relational, collaborative, and adaptable.
- Strategic thinker with strong decision-making capabilities.
- Passionate about media ministry and community impact.

About 1WAY FM

1WAY FM is a community radio station broadcasting to Canberra, ACT, and the surrounding regions of NSW from our transmitters at Black Mountain Tower on 91.9 FM and Isaacs Ridge on 94.3 FM.

1WAY FM is not a church – it is a Christian Community organisation. As an organisation, 1WAY FM holds to the statement of Christian belief known as ‘The Apostle’s Creed’.

Vision

Sharing the living hope of Jesus.

1 Peter 1:3

Mission

Sharing Jesus in relevant and relatable ways by presenting real stories by real people in real life.

Purpose

1WAY FM presents a Christian message of hope and encouragement to our listeners.

Values

The core values that define 1WAY FM as a Christian community radio station are:

Hope | Wisdom | Self Control | Humility | Servanthood