

**MG**



**ALBA**

**RECRUITMENT PACK**

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## **A word from our Chief Executive...**

We are seeking a **Trainee Scheduling & Media Co-ordinator** to join our team in Stornoway.

In this role, you will play a key role in our busy and supportive Publishing Team, ensuring all content relating to BBC ALBA is verified, cleared and available for use on available platforms.

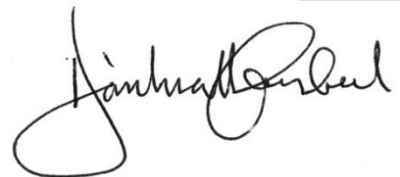
You will gain hands-on experience in a varied role and working alongside other MG ALBA and BBC Teams and building a strong foundation for a career in media.

It is an exciting time to be part of something worthwhile and, if you have the right skills and attitude to make a difference, we would like to hear from you.

Within this pack you will find the job description, job advert and instructions for application.

If you have any disability, access, or inclusion requirements, please let us know. Our team will be happy to make any reasonable adjustments you need to take part fully in the recruitment process.

We look forward to receiving your application.



**Dòmhnall Caimbeul**  
**18/05/2026**



MG ✦  
ALBA

Gaelic for everyone  
wherever you are

BBC ✦ ALBA

FILMG →

Learn  
Gaelic

Speak  
Gaelic



# OUR VALUES

## CREATIVITY

We enable the creation of high-quality Gaelic content.

## AUDIENCE

We are informed and inspired by our audience.

## AMBITION

We strive for and deliver excellence.

## PARTNERSHIP

We achieve through collaboration.

## RESPECT

We listen; we encourage; we are fair.

## Trainee Scheduling & Media Co-Ordinator

<b>Job Title</b>	<b>Trainee Scheduling &amp; Media Co-Ordinator</b>	<b>Grade</b>	<b>B1</b>	<b>Weekly Hours</b>	<b>37</b>
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**Location** Stornoway

**Salary Range** £27,040 – £31,157

**Accountable to** Senior Scheduling & Media Co-ordinator

**Objective** Manage the delivery and publication of all MG ALBA media assets and post-production documentation required to maintain the BBC ALBA linear & iPlayer Schedules

**Working Relationships** The post holder works as a member of BBC ALBA Content team along with the Senior Scheduling & Media Co-ordinator and works closely with the Media Librarian, the MG ALBA Publishing & Creatives team, BBC Scotland's Presentation team and Media Management teams in Glasgow and Salford

**Key Results**

- The post holder ensures that file-based content conforms to pre-agreed standards, meets transmission critical deadlines and is secured for future needs
- The post holder ensures that file-based still and other promotional content conforms to pre-agreed standards, and is secured for future needs
- The post holder ensures the scheduling of iPlayer VOD content in line with Sgioba Program priorities
- The post holder ensures that documentation and metadata input is completed in good time for programmes scheduled for broadcast on BBC ALBA
- The post holder manages the delivery & compliance for all post-production paperwork
- The post holder assists with the maintenance of BBC ALBA Priorities ensuring "tentpole" moments each month
- The post holder ensures a good knowledge of the Media Librarian's duties to enable assistance and cover if required
- The post holder ensures effective liaison with relevant contacts within the Presentation Department & Media Management Department of BBC Scotland at Pacific Quay as well as the Content Delivery Operators in Salford
- Commit enthusiastically to professional development, use of Gaelic in the workplace, objective setting through OKR's

**Key Tasks** Manage the delivery of all media files and other DPP related processes within BBC and MG ALBA systems:

- Onboard Production Companies for delivery of digital content in line with BBC Delivery Requirements
- Verify and validate all digital video content before uploading to FBDS (File Based Delivery Solution)
- Verify and validate all digital still & promotional content before uploading to MG ALBA systems
- Update all relevant systems with accurate metadata
- Ensure all relevant files are delivered to BBC ALBA Executives, Production Companies & internal online promotions teams

Based on detailed information on forward TV schedule from the Head of Publishing:

- Amend and input scheduling information into the “What’s On” scheduling system
- Assist with the maintenance of detailed transmission schedule and distribution to all relevant parties
- Input Interstitial music reporting into the “What’s On” scheduling system
- Ensure iPlayer schedule is in line with linear
- Manage & schedule iPlayer VOD content
- Create Pids for Digital First Content within iB3

Become skilled in the use of Silvermouse in order to maintain all post-production paperwork in accordance with the BBC requirements for transmission of content on BBC ALBA.

Liaison with independent production companies regarding all deliverables for transmission.

Assist with the collection of non-Silvermouse post-production paperwork.

Manage & complete the Music Reporting for internal productions.

Ensure compliance of post-production paperwork, engaging with production companies if necessary.

Assist with the sourcing and delivery of Archive content for Production Companies and members of the public.

### **Core Skills**

**The post holder should possess the following skill sets and competencies:**

#### **Essential**

#### **Desirable**

#### **Qualifications / Experience**

National 5's, with one numeric subject **or** demonstrable experience in a media, broadcasting setting

#### **Knowledge**

Understands broadcasting rights environment and nature of programme data or demonstrates aptitude to learn quickly

#### **Skills**

Possesses strong IT and organisational skills

Demonstrates good time management skills

Demonstrates good communications skills

#### **Language Requirements**

Gaelic Level B2 [FICE](#) (Speaks Gaelic at level B2 or higher)

#### **Behavioural**

Always acts with diligence and attention to detail

Highly Organised

Proactive

Resilience in the face of pressure and deadlines

Works well with other people and operates in productive partnerships with other team members and third parties

**Duration:**

**15 Months**

## Advert

Thig còmhla rinn / Join us! We are recruiting!

As our **Trainee Scheduling & Media Co-Ordinator**, you will play a key role in our busy and supportive Content Team, helping to deliver and schedule programmes across BBC ALBA and iPlayer.

This is a great opportunity to start your career in media, gain hands-on experience, and learn how content is managed and delivered behind the scenes. Working closely with colleagues across MG ALBA and BBC teams, you'll support the day-to-day running of schedules and ensure content is ready for broadcast.

Although no previous experience is needed, to be successful in this role, you should be a fluent Gaelic speaker with strong organisational skills, attention to detail, and an interest in media or broadcasting. We'll provide full training and support to help you build confidence and develop skills in scheduling systems, media delivery and working to deadlines.

You will be joining an organisation right at the heart of Gaelic media, helping us bring programmes to audiences and ensure everything runs smoothly on screen and online.

Alongside a competitive salary, you will also have access to a range of benefits, which include:

- Contributory pension scheme – 10% Employer contributions, additional 5% if matched.
- 31 days annual leave + 6 days public holidays (pro rata)
- Gym membership opportunities
- Family-friendly & flexible working practices
- Cycle to Work Scheme
- Working for an employer who has been awarded Investors in People (Gold), We Invest in Wellbeing (Standard) and Investors in Young People (Gold)

Closing Date for applicants: **Friday 5th June 2026, 12pm**, late applicants will not be accepted.

### **Instructions for Application:**

Please send your CV and covering letter to [hr@mgalba.com](mailto:hr@mgalba.com) explaining why you should be considered and your understanding of how you can successfully fulfil the position. We also welcome applications in alternative creative formats, including video submissions.

**Interested in starting a career within the TV industry and using your Gaelic? Get in touch for an informal chat - we would love to tell you more.**

**MG**



**ALBA**

**MÒRAN TAING!**

