

Radio and Publications Research Assistant Volunteer

Role Description and Person Specification

About Pain Concern:

Pain Concern is a charity providing information and support to people with pain and those who care for them, whether family, friends or healthcare professionals. Visit our [website](#) to find out more about what we do, including our [Airing Pain](#) radio programme, [Pain Matters](#) magazine, information helpline and online community.

All pain is unpleasant, but for the one in five people in the UK living with long-term pain it is a part of everyday life. It diminishes quality of life more than any other condition, leading often to loss of work, depression and disability. Anyone at any age can develop persistent pain and you will very probably know somebody affected. Although there is usually no cure, people who receive the appropriate treatment, information and support can manage their condition effectively with life-changing results.

Role purpose:

Are you seeking employment in publishing or radio journalism and need practical experience?

This voluntary role provides an opportunity to gain and develop skills whilst doing something worthwhile. Previous volunteers have gone on to gain employment in the media industry, including the BBC.

As a Research Assistant Volunteer, you will be a member of our production team and assist our Managing Editor. By joining us you will join a fast-growing and respected service.

What you would be doing:

- Finding contributors for our podcasts and publications
- Writing notes briefing editor/producer
- Arranging interviews and consent forms
- Assisting at interviews
- Administrative tasks associated with production
- Attending team meetings

Is this role right for me:

We are looking for an individual who possesses **some or all** of the below experiences, skills and qualities.

- Research experience
- Excellent communication skills
- A flexible team player
- A working understanding of IT, Microsoft office and have access to a computer, laptop, or tablet with internet access
- Happy to use Microsoft Teams for meetings
- Willingness to commit for at least 6 months
- Knowledge of / interest in pain and long-term conditions

Availability and location:

- Volunteer 1-3 hours per week
- You can volunteer on days/times which suit you and fit around your current commitments
- You can volunteer from our office at Newcraighall, Edinburgh or from your location.

Benefits to you:

- Experience volunteering as part of a friendly team
- Meet new people
- Build on your employability skills
- A dedicated volunteer line manager looking after you
- A job reference
- Reasonable travel and expenses will be reimbursed in accordance with our Volunteer Policy
- Satisfaction of giving a valuable service to the community.

How do I apply:

Download and complete an application form our website at <https://painconcern.org.uk/volunteer-for-pain-concern/>

For more information contact hr@painconcern.org.uk