

## Radio and Publications Volunteer Broadcast Assistant

### 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.

#### **About the role:**

Pain Concern is looking for a highly motivated, hard-working candidate seeking entry into broadcast journalism/production. For the right candidate, this is a chance to boost your CV whilst helping to realise Pain Concern's mission, to 'work to improve the lives of people living with pain and those who care for them.

We have 140 editions of Airing Pain podcasts to date which brings together people living with chronic pain, their supporters, and leading healthcare professionals to explore the resources and approaches to the assisted self-management of chronic pain.

Airing Pain is produced by award-winning former BBC radio producer, Paul Evans. The successful candidate will work closely with him, benefitting from his forty years of experience working in the broadcast industry.

#### **What you would be doing:**

As a member of the Airing Pain production team, you will help in the initial research for each programme, and you will help facilitate its success after broadcast.

#### **Tasks include:**

- Supporting the producer and production team in the production of the podcast.
- Promoting the podcasts in Pain Concern's media outlets.
- Monitoring programme reach and listener numbers.
- Capturing feedback for our programmes.
- Writing research notes and programme descriptions.
- Administrative tasks associated with production, such as contact database management.
- Researching, contacting contributors, and scheduling interviews in conferences such as the British Pain Society Annual Scientific Meeting.

**Is this role right for me:**

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

- You will probably be educated to degree level or a current undergraduate.
- Your subject of study is not relevant, neither is previous experience or training in the world of 'media'.
- Excellent communication skills
- Excellent listening and questioning skills
- Enthusiasm for the medium of speech radio/podcasts
- 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
- Ability to work to deadlines
- Knowledge of / interest in pain and long-term conditions
- Willingness to commit for at least 6 months

**Availability and location:**

- Volunteer 2-4 hours per week
- You can volunteer on days/times which suit you and fit around your current commitments some flexibility may be required
- 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](mailto:hr@painconcern.org.uk)