



Vacancy: Media Assistant

Role Description

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, community pain education sessions and our research and campaigning work.

All pain is unpleasant, but for the 7.8 million 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

You will be part of the Airing Pain production team in which you will help in the initial research for each programme, and you will help facilitate its success after broadcast.

What you would be doing

- Supporting the producer and production team in the production of the podcast.
- Promoting the podcasts in Pain Concern's media outlets, researching, contacting programme advisors and contributors.
- Monitoring programme reach and listener number Capturing feedback for our programmes.
- Writing research notes and programme descriptions.



- Contribute to the writing and submission of grant applications for future editions of Airing Pain, and liaising with external fund raisers.
- 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', but you may be thinking of pursuing a career in broadcast journalism, production or editorial work.
- Excellent communication skills
- Excellent listening and questioning skills
- Enthusiasm for the medium of speech radio/podcasts
- A working understanding of IT and Microsoft office
- Ability to work to deadlines
- Knowledge of / interest in pain and long-term conditions



Contract, Availability and location

- Zero-hour contract.
- Rate of pay £12 per hour.
- Approximately 6 hours per week

Location

Remote working from your own location and/or our office in Newcraighall, Edinburgh

Benefits to you

- Support from a dedicated line manager
- Access to an Employee Assistance programme
- Holiday pay
- Onsite car parking
- Good public transport links

How do I apply?

For more information, please contact hr@painconcern.org.uk