



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.

Working closely with people in the industry, gaining a valuable breadth of experience whilst also being able to hear back directly from the people our work helps; it's a really rewarding experience. In Media/Broadcast (delete as appropriate) the scope is so broad, the sky is the limit really! From researching key topics and running social media campaigns, to attending events and recording podcast interviews, there is space for everything. Volunteering for Pain Concern provides a fantastic opportunity to grow your own skill set and experience, in a way which truly benefits others. - Emily



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.

- Based in or around Edinburgh/Lothians area
- 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
- 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
- Volunteer from our office at Newcraighall, Edinburgh

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
- Free onsite car parking
- On the local bus route and near Newcraighall train station

How do I apply?

For more information, please contact hr@painconcern.org.uk or visit [Volunteer for Pain Concern | Pain Concern](#)