



Vacancy: Editorial, Broadcast & Administrative Assistant Volunteer

Role Description

About Pain Concern

Pain Concern works to achieve a world where pain is better understood and does not stop people living the life they choose to live.

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.

We have 30 years' experience of expert-led publishing and podcasting.

Role Purpose

Are you seeking experience in publishing, podcasting, marketing and communications? Be a part of an award-winning team, learn more about the creative industries, and help our editorial and broadcast team undertake all the jobs involved in organising publications, podcasts and distribution. By joining us you will join a fast-growing and respected service.

"Volunteering with Pain Concern is a great opportunity to improve your skills and challenge yourself. I am very proud of the work we produced during my time there: magazines, podcasts, leaflets and website" – **Former Editorial Assistant Volunteer.**

"Support and information that is second to none, and led by experts. Pain Concern is one of the most important organisations currently working in this important area" – **Professor Blair Smith.**



What you will be doing

You will assist our editorial and broadcast team in a range of jobs associated with publications and podcasts, such as:

1. Thanking authors, guest-editors, contributors, interviewees and advisors
2. Dealing with journalistic agreements
3. Permissions and acknowledgements
4. Maintaining corrections log
5. Helping with marketing and communications
6. Helping with distribution and sending out orders
7. Organising meetings and interviews
8. Helping transcription team
9. Helping with listener & readers panels
10. Helping with reviews and surveys
11. Arranging travel
12. Archiving and filing

Is this role right for me?

We are looking for:

1. Excellent organizational skills
2. Ability to follow procedures
3. Excellent communication skills
4. Interest and curiosity in learning about chronic pain
5. A working understanding of IT, Microsoft Office and Microsoft Teams

Availability and location

1. Minimum commitment of 3 months
2. Minimum 5 hours per week
3. Volunteer from our office at Newcraighall Road, Edinburgh, EH15 3HS

Benefits to you



1. Experience volunteering as part of a friendly team, led by editors, supported by experts
2. Meet new people
3. Build on your employability skills
4. Training and a dedicated volunteer line manager looking after you
5. A job reference after 3 months of volunteering.
6. Satisfaction of giving a valuable service to the community
7. On-site car parking
8. Reasonable travel expenses will be reimbursed in accordance with our Volunteer Policy

How do I apply?

Download and complete an application form our [website](#)

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