

# Volunteer Role Description

## Podcast Producer

<b>Location</b>	Remote
<b>Days/times:</b>	Weekly/ flexible
<b>Supervisor:</b>	Outreach & Volunteer Officer

### Main purpose

We are seeking a volunteer Podcast Producer to help us create engaging content for a new podcast series themed around health and social care.

We are new to podcasting, but with your help, we hope we can hit the ground running and tap into an entirely new audience of podcast listeners.

### Main tasks

- Generate ideas for content for a quarterly podcast
- Help source guests and determine stories for each episode
- In conjunction with the podcast host, write scripts and prepare questions for guests
- Oversee editing of the audio content
- Meet regularly (via Zoom) with the podcast team to plan for future episodes
- Assist with podcast distribution via Anchor, YouTube, and social media

### Skills and experience needed

- Previous experience in podcast production (Essential)
- Experience using editing software such as Anchor or Audacity (Essential)
- Excellent organisational and time management skills (Essential)
- Must be available to meet regularly with the podcast planning team
- An interest in health and social care is advantageous
- Access to a PC or Laptop (Essential)
- A minimum commitment of 6 months is preferable
- Excellent written and verbal communication skills (Essential)

## What will you gain from this opportunity?

- Develop new and existing skills
- Meet new people and make new friends
- Reimbursement of reasonable out-of-pocket lunch and travel expenses
- Relevant training to enable you to conduct your role effectively

## How to apply?

If you are interested in applying for this role please contact:

### **H4ALL, Volunteer Development Team**

Website [www.h4all.org.uk](http://www.h4all.org.uk)

Email [volunteerhub@h4all.org.uk](mailto:volunteerhub@h4all.org.uk)

Telephone 07395-282-825

Post Key House, 106 High Street, Yiewsley, UB7 9BQ

## About Healthwatch Hillingdon

Healthwatch Hillingdon is an independent consumer champion for health and social care in Hillingdon. We are one of 152 community focused local Healthwatch. Together we form the Healthwatch network working closely to ensure the views and experiences of children, young people and adults are heard by those who run, plan, and regulate health and social care services.

By ensuring the views and experiences of people who use services are listened to, we can help make services better now and in the future.

Healthwatch Hillingdon actively seeks views from all sections of the community, especially those who sometimes struggle to be heard.

We also encourage health and social care providers, regulators, and planners to hear from people directly.