

Podcaster



Location: Regional office (Belfast)

Time required: flexible

Duration: minimum 6 months

Pattern: Weekly

Purpose of the role

The purpose of a citizens advice podcasting team is to capture the current advice and information available to citizens advice clients and produce a regular series of informative podcasts which will be hosted on the citizens advice website and which will be available for public download.

Main duties and responsibilities may include:

- Researching and developing content for broadcast
- Compiling all required information and necessary staff resources.
- Scripting a regular series of podcasts.
- The recording and production of podcasts in a variety of locations
- Post production and creation of podcasts notes and corresponding materials
- Uploading of completed podcasts to citizens advice website and other Internet feeds

Personal skills and qualities that a podcaster will need

- Experience and understanding of the use and management podcasts
- Proficient use of computer software systems including audio recording website navigation etc.
- Knowledge of web space creation would be extremely useful but not essential.
- A commitment to the aims and principles of the CAB service
- Excellent communication skills
- Being open and approachable
- Ability to work to tight deadlines
- Ability to sift through information and extract what is relevant
- Respect for views, values and cultures that are different to their own
- An understanding of why confidentiality is important
- Being open to using computers on a regular basis
- Ability to work as part of a team
- Ability to recognize their own limits and boundaries in the role.

As this volunteer role will involve potential access to client information and personal details it is a regulated position and will be subject to a police record check. For more information on this process please see our website www.citizensadvice.co.uk/volunteering



Training provision

Whilst it would be beneficial that volunteers who are interested in this role would have some previous experience or background with computers and audio recording all systems unique to Citizens Advice will be covered in your initial training within bureau.

Citizens advice actively encourages and invests in the development of our volunteer team as new training becomes available you will have the opportunity to increase your skills and access training which relates to your role within the organisation.

Given the technical nature of this role additional training and time spent developing

Benefits and support

- Reimbursement of travel expenses (with valid receipts)
- Reimbursement of lunch expenses (with valid receipts)
- A contribution towards your childcare costs
- Accredited training
- Managerial support & supervision
- Access to the volunteer network and volunteer forum
- Monthly volunteer recognition draws.

Contact

If you are interested in this role or would like to discuss the potential for your volunteering in more detail please contact the

Volunteer coordinator
Citizens Advice
46 Donegall Pass
Belfast
BT7 1BS

Tel:028 9023 1120
email: volunteering@citizensadvice.co.uk

Alternatively contact your local Citizens Advice Bureau
full details are available from our website www.citizensadvice.co.uk

