

Podcast Producer - Volunteer Role Specification

July 2021

Editing and publishing Dignity's bimonthly podcast on technology, mission and eradicating poverty

Our Mission

Dignity exists to bring people to Jesus through community and through this, to eradicate poverty in all its forms. (This includes poverty of spirit, mind, health, community, finances and environment.)

Our Values

- **Pioneering:** We actively seek out the areas where the church is at its weakest. We create and make available a library of materials, resources and ways of working which are freely available to support those who are becoming involved in God's mission and plans for communities.
- **People:** We go where the Spirit leads us to find the people that God has placed in the communities he wants us to work with. We call these people Oaks of Righteousness (Isaiah 61:3); some of them do not know God yet. They are the foundation for the work God will do in their community.
- **Working Together:** We believe that bringing people of all types together with Jesus and their community is a powerful force for change. Our principal method of achieving this is through the creation of Life Groups which unify and then enrich their communities.

The Opportunity

Do you have an eye and an ear for enjoyable multimedia content? Do you enjoy editing and combining video, images, audio and text in fun and imaginative ways? Are you looking for a chance to learn, apply or further your knowledge of audio engineering and skills with audio editing and production tools? Then we would love to have a chat with you about volunteering as our podcast producer.

We are aiming to capture and publish conversations with technology practitioners around various areas of innovation, considering challenges and opportunities for our mission of helping people to know Jesus and eradicating poverty in all of its forms. We refer to the principle driving these conversations as "Least-First Design".

With guidance and support from the Dignity Digital and Operations team, your job will be to coordinate the conversations, ensure audio capture is good quality and compile and publish the final output as a podcast. We will learn together about the best platforms and tools for editing, publishing and promoting podcasts, but would welcome your recommendations and preferences. Your time and skills will result in people knowing the good news of Jesus and partnering with them against poverty in all of its forms.

We want to publish our first podcast in September. This means there will be a more intense time of work with the team to establish the system before settling into our bimonthly pattern.

Key Responsibilities

The Podcast Producer will:

- Help with the selection of an appropriate platform for podcast capture and publishing (by September 2021)
- Be involved in the planning of podcasts including topics and guests
- Ensure contributors have the right equipment and access to the podcast platform
- Compiling and editing the podcast where necessary, including any audio and image branding
- Maintaining the catalogue of podcasts and making them available on our website & other platforms

The Expectations

- You will need to be available for the podcast planning, recording and production every 2 months (time frames to be reviewed together after 6 months)
- You will lead discussions regarding platforms
- Be part of a monthly podcast planning and reporting meeting
- You will document the systems you create

Our Commitment to You

- We will value you and the time you give us.
- We will work with you to help decide direction, priorities and strategies.
- We will provide a period of training and induction to help you understand and learn to share the DNA of Dignity and Life Groups.
- We will communicate clearly with you.
- We will seek to answer any questions you have about the work in a timely and kind manner.
- We will provide assistance and support as required.

Your Commitment to Us

- You will commit to bring your best to the role, bringing your experience, knowledge, creativity and faith to it.
- You will be flexible and responsive, acknowledging that working with people often requires patience, love and care as well as tenacity and determination.
- You will communicate clearly with us, providing us with regular updates on progress and letting us know if any problems arise.
- If you are unsure about anything, you will ask us even if you think it might be a silly question!

To Apply to Join the Volunteer Team

Please email Philip Robinson (tech@dignityonline.org.uk) and answer the following questions:

1. Why do you want to volunteer with Dignity?
2. What experience do you have that is relevant to this volunteer role?
3. What excites you about this role?
4. What is the story you would like to tell about your volunteer experience?

For further information or with any queries, please call our office on 07340 573 937.

We look forward to hearing from you.