



Volunteer Podcast Lead ROLE PROFILE

Responsible to:	Lived Experience Lead / Member & Volunteer Coordinator
Hours of Work:	4-6 hours per month (flexible)
Location:	Remote
Expenses:	Travel and pre-agreed costs covered
Contract:	Volunteer role, initial term of 6 months

About us

Founded in 1997, CAPITAL is led by members, staff, trustees and supporters, all of whom have lived and living experience of mental health challenges.

We believe in working from the ground up, amplifying the voices of people with lived experience. We champion co-production, peer support, and influence system design through real conversations and relationships.

CAPITAL provides independent, accredited peer support services in West Sussex NHS mental health inpatient settings and leads on co-production for transformation work across the county, for mental health services and the Drug and Alcohol Partnership.

Now, we're aiming to launch a new podcast platform to share the powerful stories and insights of our community, and we need a volunteer to help lead the way.

CAPITAL is part of an alliance of Voluntary Community & Social Enterprise organisations delivering services and working together as Pathfinder West Sussex, with a view to making local services accessible for anyone needing mental health support.

Purpose of the Role

This role will lead on the development and delivery of CAPITAL's new podcast, helping us to plan, edit, and publish conversations rooted in lived experience. The podcast will amplify peer support, co-production, and real stories from NHS settings and the wider community.

The Volunteer Podcast Lead will work closely with CAPITAL's team and community contributors to bring these voices to a wider audience.

Main Duties and Responsibilities

1. Edit and produce audio recordings (training and tools can be provided)
2. Support planning and scheduling of episodes
3. Upload and publish episodes on the podcast platform
4. Collaborate with staff and peers on content themes including peer support, co-production, and lived experience leadership
5. Create short teaser clips or descriptions for social media
6. Help grow audience engagement and suggest ideas for promotion
7. Ensure all content reflects CAPITAL's values of respect, inclusion, and hope
8. Attend relevant meetings and support sessions with the CAPITAL team

All responsibilities to be carried out in line with GDPR, safeguarding, confidentiality, and CAPITAL's core policies and practices.

PERSON SPECIFICATION: Volunteer Podcast Lead

Essential Criteria

Experience, Knowledge and Skills

1. Enthusiasm for mental health, peer support and lived experience storytelling
2. Interest in podcasting or audio media (training will be provided if needed)
3. Good communication skills
4. Able to work flexibly and use own initiative
5. Committed to inclusion, empowerment and confidentiality
6. Comfortable working independently and as part of a wider team
7. Willing to learn and develop new skills
8. Passion for amplifying unheard voices

To apply:

Please email a short paragraph about why this opportunity appeals to you and any relevant experience or interests.

We welcome applications from people with lived experience of mental health challenges and/or peer support work.

Email: recruitment@capitalcharity.org

Deadline: on-going. Interviews will be informal and online.

August 2025