



Volunteer Role Description: Podcast Team

Responsible to: Lived Experience Lead / Marketing & Communications Coordinator

Hours of Work: 4-6 per month flexible

Location: Remote

Salary: Travel and pre-agreed costs covered

Contract: Volunteer role

About CAPITAL

Founded in 1997, CAPITAL is led by its members, staff, trustees and supporters – all of whom have lived experience of mental distress.

We aim to work from a bottom-up approach, giving all a voice, using consultation and coproduction methods to encourage everyone to contribute their ideas and set the direction for the charity.

We were founded upon developing training for people with lived experience at a time when people had no voice, and we became the independent representation of the lived experience community in the county which influenced local mental health services.

We support a membership of about 240 people, offer training, support and a framework that ensures people can lead our work.

We also provide independent accredited peer support in-reach services to acute mental health wards in West Sussex, as well as monthly peer led Patient ViewPoint forums.

Since 2022 CAPITAL has been contracted to lead coproduction for mental health transformation, and hosts the Lived Experience Advisory Group (LEAG).

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 help 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 Team will work collaboratively and closely with CAPITAL's team and community contributors to bring these voices to a wider audience.

Main Duties and Responsibilities (shared between team)

1. Contribute ideas for podcast episodes, themes and content
2. Support planning and scheduling of episodes
3. Help identify and research potential guests and topics
4. Support or conduct interviews and conversations
5. Collaborate with staff and peers on content themes including peer support, coproduction, and lived experience leadership
6. Edit and produce audio recordings where interested (training and tools can be provided)
7. Help grow audience engagement and suggest ideas for promotion
8. Ensure all content reflects CAPITAL's values of respect, inclusion, and hope
9. Attend relevant meetings and support sessions with the CAPITAL team
10. All responsibilities to be carried out in line with GDPR, safeguarding, confidentiality, and CAPITAL's core policies and practices.

Person Specification

Essential Qualities, Knowledge and Skills

1. Enthusiasm for mental health, peer support and lived experience storytelling
2. Interest in podcasting, interviewing, storytelling or audio media
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

Desirable skills and experience

9. Audio editing experience, particularly using Riverside
10. Experience or interest in interviewing and having conversations with others
11. Experience generating ideas or developing content
12. Experience with social media or digital content

Disclaimer: After meeting applicants in September 2025, it was decided to create a Podcast Team, where applicants will work together on creating the Podcast collaboratively.