



inspired
minds

JOB DESCRIPTION

PODCAST HOST

Inspired Minds

Who We Are

Inspired Minds is a grassroots charity that was founded in 2014 to bridge the gap in the understanding of mental health within and between our communities. To achieve our mission and vision, our approach is 2-pronged. We provide critical support and counselling services for both Muslim and non-Muslim clientele alike; recognising cultural, spiritual and Islamic needs. We also actively raise awareness on a variety of issues experienced within our communities, which is informed by the field-based research that we conduct to further our understanding.

Our Vision

We are passionate to build a society where people experiencing mental health challenges can receive understanding, recognition and are empowered to live a fulfilling life.

Our Mission

We are an Islamic grassroots charity that raises awareness and provides support from a faith-based and culturally-sensitive perspective, to those affected by mental health challenges.

Our Values

Our core values form the foundation, beliefs and principles that lie at the heart of our organisation.

Islamic

We are inspired, anchored and guided by our faith, which illuminates what we do.

Compassionate

We attend to the needs of every person with sensitivity, empathy and kindness.

Ambitious

We are determined to go the extra mile and make a lasting difference.

Respect

We treat one another with dignity, honesty and understanding; valuing differences and all contributions.

Excellence

We continuously learn, improve and strive to be the best in everything we do.

Podcast Host JD

- **Job Title:** Podcast Host
- **Team:** Communications
- **Hours:** 5 hours per week (mostly remotely with quarterly meetings in London)
- **Duration:** Permanent
- **Purpose:** The Podcast Host will help in planning, organising and recording video podcast episodes with guest and expert speakers for Inspired Minds' Mindful Muslim Podcast

Role Responsibilities

- Confident public speaking skills and maintaining a conversation while being recorded.
- Conducts video interviews and delivers content for the Mindful Muslim Podcast.
- Collaborate on topics to be discussed with Creative Projects Lead Officer and the episode guest.
- Engage in guest research and prepare background materials and questions as required.
- Ensure all due diligence is carried out with regards to work.
- Lead an engaged and energetic discussion of the topics, while maintaining neutrality and decorum consistent with the mission and values of Inspired Minds.
- Develop good working relationships with other IM teams to see the podcast project through, such as video editing and marketing teams.
- Sourcing and liaising with guests and other collaborating organisations in a timely and efficient manner.
- Act as an advocate where needed and provide information and advice to individuals and families affected by mental health problems.
- Work with their team and line manager to achieve frequent, timely and positive outcomes.
- Relay updates as and when required by their line manager.
- Ensure all due diligence with regards to work carried out.
- Conduct all tasks with regards to any and all relevant legislation, policies and procedures.
- Maintain a high degree of professionalism, privacy and confidentiality at all times.
- Attend and participate in meetings.
- Work respectfully and cooperatively with colleagues, taking on board suggestions and recommendations.
- Attend any training to progress in individual professional development.
- Participate and take on any further tasks in relation to the post, which may benefit Inspired Minds.

Essential

- Experience with public speaking in-person and in front of a camera.
- Experience in a Public-Relations setting, including conducting research and due diligence.
- Experience in editing and copywriting.
- Experience with admin-related tasks

Desirable

- Preference is given to Male applicants and applicants from BME backgrounds.

- Preference is given to applicants owning proper equipment, such as a microphone, webcam for videos and a computer with a stable internet connection.