

# *Inspired Minds*

PODCAST HOST JD

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# Inspired Minds

## Who We Are

Inspired Minds is a faith based, voluntary mental health charity located in London that launched in 2014 with the aim to raise awareness, combat stigmas and provide professional, non-judgemental, confidential support to those with mental health illnesses. Although Inspired Minds works predominantly with those from an Islamic faith, we do not disregard any persons of differing backgrounds. Our initial research showed many Muslims found it difficult to seek help as they felt they would not be understood by someone who did not understand their faith or culture, thus they chose to remain quiet and not seek help. We are here to change this and cater for this need.

## 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 a grassroots charity which aims to reduce stigma, raise awareness and provide advice, support and encouragement to those, in particular Muslims, affected by mental health problems from a faith and culturally sensitive perspective.

## 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 why we do 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.

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# 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.

## 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.
- Relay updates as and when required by their line manager.
- Sourcing and liaising with guests and other collaborating organisations in a timely and efficient manner.
- Work with the team and line manager to achieve frequent and positive outcomes with great initiative and self-motivation.
- Act as an advocate where needed and provide information and advice to individuals and families affected by mental health problems.
- 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.

## Requirements

- Knowledge of mental health and Islam.
- Preference is given to those with experience of hosting a video podcast.
- Preference is given to those with experience in a Public-Relations setting, including conducting research and due diligence.
- 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.

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## Team Work

- To attend and participate in meetings.
- To work respectfully and cooperatively with colleagues, taking on board suggestions and recommendations.
- To attend any training to progress in individual professional development.
- To participate and take on any further tasks in relation to the post, which may benefit Inspired Minds.