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| JOB TITLE: | Copywriter / Script Editor | ROLE: | Podcast Production Team (potential future paid role, funding dependent) |
| HOURS PER WEEK: | Flexible / 80% dedication mandatory | LOCATION | Remote |
| REPORTING TO: | Podcast Production Director (Team Lead) | | |

JOB PURPOSE:

This Role Turns Conversations Into Clear, Responsible Storytelling

At Tell My Truth and Shame the Devil C.I.C., words carry responsibility. The Copywriter / Script Editor ensures that podcast stories are communicated clearly, respectfully, and with purpose.

You will transform raw ideas, conversations, and interviews into structured scripts, episode descriptions, and written materials that reflect the organisation's mission and ethical standards.

This role sits at the intersection of storytelling, clarity, and safeguarding awareness. Your writing helps ensure that stories are communicated with dignity, accuracy, and impact.

Purpose of the Role

This role exists to:

- Transform podcast discussions into structured scripts and written content
- Ensure storytelling is clear, ethical, and respectful
- Support episode flow and narrative structure
- Produce written materials for podcast promotion and communication
- Maintain consistency in tone, voice, and messaging
- Help shape the editorial voice of the podcast during the CIC build phase

You are the link between storytelling, structure, and responsible communication.

About the Role

To support the Podcast Production Team by writing, editing, and structuring podcast scripts and supporting content, ensuring that messaging is accurate, engaging, and aligned with the organisation's mission and safeguarding responsibilities.

Why This Role Matters

Strong writing and editorial structure:

- Protects the dignity and accuracy of personal stories
 - Ensures conversations are presented clearly and responsibly
 - Helps audiences understand complex or sensitive topics
 - Strengthens the podcast's narrative quality and professionalism
 - Maintains consistent tone across episodes and communications
- Without strong editorial guidance, stories can become unclear or misrepresented.

With it, the podcast becomes a thoughtful and credible storytelling platform.

Experience Qualification and Requirements

Essential / Highly Valued Experience

- Experience writing or editing content (articles, scripts, blogs, podcasts, or media)
- Strong storytelling and narrative structuring skills
- Excellent written English and attention to detail
- Ability to edit text for clarity, tone, and readability
- Ability to summarise long conversations into concise written content
- Understanding of audience-focused communication
- Ability to meet deadlines consistently
- Ability to work independently in a remote team

- Comfort working with sensitive subject matter
- Ability to receive and apply editorial feedback
- Strong communication with creative and production teams

Desirable / Can Be Developed

- Experience writing podcast scripts or show notes
- Experience in journalism, media, or communications
- Familiarity with storytelling formats for digital media
- Experience writing for social media or content campaigns
- Understanding of safeguarding considerations in storytelling

Qualifications

- Formal qualifications are not required.
- Equivalent portfolio or demonstrated writing experience is essential.

Main Responsibilities/ Key Duties

- Draft podcast scripts based on episode themes and interviews
- Edit scripts to ensure clarity, structure, and narrative flow
- Write episode summaries and show notes
- Support preparation of host questions and discussion frameworks
- Ensure written content aligns with organisational tone and values
- Edit transcripts for clarity and readability when required
- Collaborate with Creative Manager and Production Director on content direction
- Maintain consistency in language and storytelling style
- Ensure respectful and responsible representation of sensitive stories
- Support written materials for podcast promotion when required
- Maintain organised documentation of scripts and editorial materials
- Adapt content based on team feedback
- Ensure written outputs meet quality standards before release
- Contribute ideas to improve storytelling and episode structure

What You Gain

- Founding experience in mission-led media production
- Development of professional editorial and storytelling skills
- Exposure to ethical and safeguarding-aware storytelling practices
- Experience shaping the voice of a growing podcast platform
- Opportunity to collaborate with a creative production team
- Priority consideration for future paid roles

This Role Is Not Suitable If You

- Prefer low-responsibility volunteer work
- Are uncomfortable editing sensitive or emotional subject matter
- Are seeking immediate paid employment
- Prefer minimal collaboration with creative teams

Important to Be Clear

This is a **volunteer role during the CIC's build phase.**

It carries real responsibility for **accurate storytelling, ethical communication, and respectful representation.**

Formal qualifications are not required, but **equivalent writing experience is essential.**

Next Steps

Shortlisted applicants will be invited to:

- A values-led conversation
- A short discussion about writing approach and storytelling structure

A Final Word

Stories deserve clarity and care.

If you believe that:

- Words can protect dignity
- Editing can strengthen truth
- Responsible storytelling matters

Then you understand the purpose of this role.