

Volunteer Position Title: Podcast Creator

Team: Sustainable Development Unit

Location: Remote / On Campus

Time Commitment: Approximately 2–3 hours per week, with flexibility around studies, coursework, and exam periods.

Position Summary:

Do you enjoy storytelling, sharing ideas and having meaningful conversations?

The Sustainable Development Unit is looking for creative and enthusiastic students to help develop and produce a sustainability-focused podcast for the University of Greenwich community.

This is an exciting opportunity to turn conversations and ideas into engaging podcast episodes exploring sustainability, climate action, student experiences, innovation and the environmental challenges shaping our world.

As a Podcast Creator, you will have the opportunity to contribute creatively throughout the podcast production process. From brainstorming episode ideas and researching topics to scripting, hosting, interviewing guests, and editing recordings, you can gain hands-on experience while helping make sustainability conversations more accessible, relatable, and engaging.

You don't need to be a professional podcaster or have previous experience. We are looking for enthusiastic students who are curious, creative, and willing to learn.

This volunteer opportunity has been designed with students in mind. We understand that university life can be busy, so the role offers flexibility around your availability, coursework and exam periods.

Whether you're interested in media, communications, sustainability, journalism, marketing, storytelling, or simply want to try something new, this is an opportunity to build practical experience while contributing to a meaningful university project.

Key Responsibilities:

- Brainstorm fresh, engaging episode ideas and themes around sustainability.
- Write and develop scripts and interview questions for each episode.
- Host and record podcast episodes, including conversations with guests and sustainability professionals.
- Edit and produce polished audio content ready for release.
- Collaborate with the Sustainable Development Unit and fellow volunteers to plan the content calendar.
- Bring a genuine passion for storytelling to make sustainability topics engaging and accessible.
- Communicate clearly and confidently, both on mic and within the team.
- Reliably meet agreed-upon episode deadlines while balancing your studies.

Skills & Abilities

We are looking for students who have some of the following qualities:

- Strong verbal and written communication skills.
- A passion for storytelling and sharing ideas.
- Creativity and the ability to think of engaging topics and conversations.
- An interest in sustainability, climate action, or environmental issues.
- Confidence communicating with different people and audiences.
- Good organisational skills and the ability to manage agreed tasks.
- Reliability and commitment to the project.
- Ability to work both independently and collaboratively.
- Curiosity and willingness to learn new skills.
- Basic audio editing or recording experience is desirable, but **not essential**.

Most importantly, we're looking for enthusiasm, creativity, and a willingness to get involved.

Personal Qualities

- Passionate about sustainability and making a positive impact.
- Curious and open-minded.
- Creative and confident in sharing ideas.
- Comfortable communicating with others.
- Reliable and responsible.
- Collaborative and supportive of others.
- Willing to step outside your comfort zone and try something new.
- Interested in developing professional and creative skills.

Training and Support

You won't be expected to know everything before joining. All volunteers will receive an introductory session covering the University's sustainability mission, current initiatives, and the purpose of the project.

You will also have ongoing support from the Sustainable Development Unit throughout the project.

What You'll Gain:

- **Portfolio & CV development:** walk away with real, published episodes you can showcase to future employers.
- **Skill enhancement:** build hands-on experience in scripting, hosting, interviewing and audio production.

- **Expand Your Professional Network:** Meet and collaborate with other student volunteers, University staff, sustainability professionals and potential podcast guests working across different industries and sectors.
- **An official E-Qualification:** earn a certificate on completion of the project that you can add to your LinkedIn profile or portfolio.
- **Explore Sustainability Beyond the Classroom:** Develop a deeper understanding of real-world sustainability challenges, solutions and careers while contributing to conversations that matter.
- **Make Your Voice Heard:** Bring your own ideas, experiences and perspectives to the project. Help shape conversations around sustainability in a way that is relevant and engaging for students.

Health & Safety:

Volunteers should ensure that if you create any content with others that this is done on campus, and accompanied by 'known others'. If off campus, this should be communicated to the volunteer manager to review risks and agree if appropriate.

How to Apply

Apply on [our website](#).

Any questions please contact sustainability@gre.ac.uk