PODCAST

SEB is thrilled to offer members an exciting opportunity to help us launch a new podcast series. This role involves interviewing experimental biologists about their unique career journeys, the barriers and challenges they’ve encountered, and the inspiring ways they’ve overcome them. To recognise the time and effort involved, we’re offering a remuneration of £15 per hour, with a maximum of 10 hours per month. Hours can be flexibly allocated across the year, allowing you to work more intensively in some months and take breaks in others.

*\* You can apply for both opportunities, but please highlight your preferred option! \**

# Podcast Interviewer

**Brief**

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| **Service** | **Podcast Interviewer** |
| **Time Required** | Up to 1-year freelance (max.10 hours/month) |
| **Reports to** | Outreach, Education and Diversity Manager and Membership Manager |
| **Location** | Anywhere (home-based) |
| **Remuneration** | £15/hour |
| **Requirement** | Only open for SEB members |

**About the Society**

The Society for Experimental Biology (SEB) is an international membership organisation for those studying, practising or with an interest in all areas of Experimental Biology. It aims to promote and increase the influence of experimental biology and foster cross-disciplinary connections within the scientific community. The SEB encompasses three scientific sections covering Animal, Plant and Cell Biology and has a programme of outreach, education and diversity activities. The SEB holds an annual conference and other events serving the needs of the above subjects and publishes 5 scientific journals.

**Project Outline and Scope of Work**

As a Podcast Interviewer, you will assist SEB in increasing the reach and promotion of experimental biology not only within the scientific community but also among the general public by interviewing experimental biologists about their lives and unusual career paths**.**

This position is only open for SEB members.

The successful applicant will be expected to:

* Assist the podcast editor in researching potential experimental biologists to interview
* Plan and write scripts together with the podcast editor for, at least, 8 episodes of the podcast
* Contact the potential candidates to interview and arrange date and time to record the episode
* Carry out the interviews with the selected candidates
* Work directly with the podcast editor

**Qualifications and Skills**

This is an excellent opportunity for someone looking to acquire or develop their experience in into outreach, engagement and diversity role. There is scope to develop skills and learn during the initial stages of the podcast creation.

Essential:

* Project Management Experience
* Excellent verbal communication skills and charismatic presentation style
* Comfortable interacting with people of all cultures, backgrounds and levels
* Positive personality and strong interpersonal skills
* Passion for people, curiosity, and storytelling
* Ability to use own initiative to work effectively and for problem-solving
* Highly organised with the ability to prioritise and multi-task to deliver results
* Proficient IT skills and experience working with shared document management

Desirable (training can be provided):

* Experience in running and/or editing podcast
* Experience interviewing people
* Experience planning and writing scripts

If you have any podcast experience, make sure you highlight in which area you have experience.

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| **Timeline** | |
| 9 January (midday - UK time) | Applications close |
| 10 February | Notification of selected candidates for the interview |
| 17-21 February | Interviews with selected candidates – individual and group |
| 26 February | Notification of final results |
| Beginning of March | Training (if needed) |
| Q3 (July, August or September) | Release of the first podcast |
| 28 February 2026 | End of the 1-year agreement |

*To apply please submit to* [*admin@sebiology.org*](mailto:admin@sebiology.org) *your CV and cover letter in which you should include the answer to the question “Why are you interested in running a podcast?” and demonstrate how you meet the essential and desirable skills for this role, including specific examples where possible. This should be no longer than 1-2 pages in length. The deadline is* ***Thursday 9 January at midday (UK time).***

**APPLY BY 9 JANUARY AT MIDDAY!**

**Footnote** This initiative is an SEB member benefit, to recognise the time and effort involved and you will be renumerated £15 per hour (max. 10 hours per month) after issuing invoices to SEB detailing the hours worked (we’re happy to provide templates if this is new to you). You won’t be part of SEB’s salaried payroll; instead, you’ll work on a freelance basis and receive payment based solely on the hours you submit. As such, it will be your responsibility to research and handle any tax or income declarations you might be responsible for, as SEB will not manage this on your behalf.

# Podcast Editor

**Brief**

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| **Service** | **Podcast Editor** |
| **Time Required** | Up to 1-year freelance (max.10 hours/month) |
| **Reports to** | Outreach, Education and Diversity Manager and Membership Manager |
| **Location** | Anywhere (home-based) |
| **Remuneration** | £15/hour |
| **Requirement** | Only open for SEB members |

**About the Society**

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**Project Outline and Scope of Work**

As a Podcast Editor, you will assist SEB in increasing the reach and promotion of experimental biology not only within the scientific community but also among the general public by editing a podcast whose episodes will focus on the lives and unusual career paths of experimental biologists**.**

This position is only open for SEB members.

The successful applicant will be expected to:

* Assist the podcast interviewer in researching potential experimental biologists to interview
* Review the plan and scripts created by the podcast interviewer for, at least, 8 episodes of the podcast
* Edit the podcast interviews to be released on the chosen podcast platform
* Manage date, time and marketing ideas for the episode releases
* Work directly with the podcast interviewer

**Qualifications and Skills**

This is an excellent opportunity for someone looking to acquire or develop their experience in into outreach, engagement and diversity role. There is scope to develop skills and learn during the initial stages of the podcast creation.

Essential:

* Project Management Experience
* Excellent verbal communication skills
* Comfortable interacting with people of all cultures, backgrounds and levels
* Positive personality and strong interpersonal skills
* Passion for people, curiosity, and storytelling
* Ability to use own initiative to work effectively and for problem-solving
* Highly organised with the ability to prioritise and multi-task to deliver results
* Proficient IT skills and experience working with shared document management

Desirable (training can be provided):

* Experience in running and/or editing podcast
* Experience interviewing people
* Experience planning and writing scripts

If you have any podcast experience, make sure you highlight in which area you have experience.

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