

Job Description

About Premier

Premier is the UK's Christian media mission agency. We exist to help people encounter God through media and experience renewal.

Ultimately, we believe encountering God transforms us into the image of Christ, which is the destiny of all believers. We want to catalyse renewal in the nation through renewal in the Church, by the renewal of individuals transformed into the likeness of Christ.

Premier's Approach

We aim to lead people to an encounter with God through thoughtful content, accessible distribution, and effective communication strategies. Our content is rooted in Biblical truth and serves Christians from all backgrounds, addressing real-life issues head-on. We ensure quality delivery by using the best technology and the most convenient platforms, supported by impactful campaigns and strong brands designed to engage our audience.

Our decision-making process begins with listening - to the Holy Spirit, our audience, and each other - and is guided by wisdom, strategy, data, and God's word. We focus on what bears fruit, pruning what does not, and rely on a talented team of employees, advisers, and partners working together.

Through a dual transformation approach, we strive to both maximise and enhance our current work, while actively exploring new ways to innovate for the future.

Premier's Culture

Ultimately, our culture is shaped by our Christian ethos and our role as a media organisation. When we use our values to make decisions, we make a deliberate choice to focus on what is important to us.

When our culture is embodied in our actions, it creates the environment for success, sets the tone for our organisation and helps to provide the best experience to those we serve.

Premier people are ...

- Honest:** We tell the truth, admit mistakes and share credit
- Loving:** We serve, look after, forgive and encourage one another
- Excellent:** We create top quality work and strive to get things right
- Creative:** We find innovative ways to achieve our mission and solve problems
- Dynamic:** We adapt quickly to changing circumstances



Job Title:	Podcast Producer
Department, Team:	Digital
Location:	Hybrid (London office and Home)
Contract type:	Permanent
Working hours:	Full-time Standard hours: 9.15am – 5.15pm
Reporting to:	Digital Operations Manager

Purpose of the role

The Podcast Producer is responsible for leading the day-to-day production and delivery of a number of Premier’s podcasts, ensuring programmes are editorially strong, technically excellent and published consistently across audio, video and digital platforms. Working with presenters, contributors and internal teams, the postholder will oversee productions from initial planning and recording through to editing, publication and performance review.

The role supports both established and new podcast brands, helping Premier grow audiences, strengthen engagement and make effective use of podcast content across the organisation.

Role Overview

- 1. Production and Editorial Delivery:**
Plan, record, edit and publish high-quality podcast episodes, maintaining clear schedules and editorial standards.
- 2. Presenter and Guest Management:**
Work closely with presenters, guests and partners to prepare recordings and ensure professional production experience.
- 3. Distribution and Content Optimisation:**
Publish and optimise podcast content across audio, video, website and social platforms.
- 4. Audience Growth and Performance:**
Use audience insight and performance data to improve content, reach and engagement.
- 5. Collaboration and Development:**
Coordinate with Digital Content Leads, Radio Leads, Video, Marketing, Commercial and Fundraising teams to maximise the value and impact of each podcast.

Duties and Responsibilities

1. Production and Editorial Delivery

- Oversee podcast productions from commissioning and planning through to recording, post-production and publication, whilst maintaining organised project files, records and archives.
- Develop production schedules and ensure timely, accurate and consistent episode delivery.
- Prepare episode outlines, research notes, scripts, running orders and any contributor briefs needed.
- Record and edit audio to a high professional standard, including sound balancing, music, adverts and other programme elements.
- Coordinate video recording and editing requirements with the Video team for filmed podcasts.

2. Presenter and Guest Management

- Work closely with presenters and editorial leads to develop engaging episode ideas, formats and series plans.
- Research, identify and book appropriate guests and contributors.
- Manage guest communications, recording arrangements, consent and release requirements.
- Using editorial judgement, ensure content meets Premier's values, standards and legal requirements.
- Support presenters during recordings and provide constructive editorial feedback where appropriate.

3. Distribution and Content Optimisation

- Upload and schedule episodes through our podcast hosting and content management platforms.
- Write or coordinate accurate episode titles, descriptions, show notes and supporting website copy.
- Ensure metadata, artwork, links, credits and tracking information are complete and correct.
- Coordinate the creation and delivery of promotional clips and other supporting assets for social media, newsletters and websites.
- Conduct quality checks across podcast feeds and platforms, resolving publishing issues promptly.

4. Audience Growth and Performance

- Monitor key performance metrics e.g. watch time, retention and provide regular reports.
- Use audience insight and platform trends to recommend improvements to formats, topics, packaging and distribution.
- Work with Digital Marketing to support podcast launches, audience development and promotions.
- Coordinate with the Commercial team to ensure advertising, sponsorship and partner commitments are delivered correctly.
- Incorporate agreed fundraising appeals, messages and calls to action into podcast content.

5. Collaboration and Development

- Work closely with the Digital Operations Manager and Digital Content Leads to agree priorities and manage production capacity.
- Build effective relationships with presenters, external partners, freelancers and Premier colleagues.
- Support the development and launch of new podcasts, including pilots, format testing and production planning.
- Stay updated on podcast trends and production techniques, introducing improvements as needed.
- Manage freelance editors, producers or other suppliers where required and within agreed budgets.

Note: This job description is not exhaustive. It acts as a guide and may be amended to meet the changing requirements at any time after discussion with the postholder.

Person Specification

Qualifications and experience

Essential:	Desirable:
• Proven experience producing podcasts, radio programmes or comparable audio content	• Degree or professional qualification in audio production, journalism, media or a related field
• Hands on experience of recording and editing audio using professional production software	• Experience of producing filmed podcasts or coordinating video workflows
• Significant experience of managing productions, contributors and deadlines from planning through to publication	• Experience with Christian media, broadcasting or publishing
• Experience of publishing content through podcast hosting, content management or digital distribution platforms	• Experience of supporting sponsored content, advertising or fundraising activity

Skills and abilities

Essential:	Desirable:
• Excellent audio recording and editing skills	• Video editing and/or video production skills
• Strong organisational and project management ability	• Working knowledge of Adobe Audition, Premier Pro or comparable software
• Excellent written and verbal communication skills	• Understanding of YouTube, podcast SEO, social video and digital audience development
• Ability to develop trusted working relationships with presenters, guests and internal stakeholders	• Basic knowledge of music licensing, copyright, contributor consent and media compliance
• Strong attention to detail and commitment to high production standards	• A good understanding of the UK and international podcast market
• Ability to manage several productions and competing deadlines simultaneously	
• Creative approach to storytelling, formats and audience engagement	
• Calm, practical and solutions-focused when dealing with production issues	
• Confident using performance data to inform editorial and production decisions	
• Ability to work independently while collaborating effectively across teams	

Other requirements

- The post-holder must demonstrate a commitment to Premier's mission to help people encounter God through media.
- The post-holder will work in a Christian context and will deal with Christian organisations and ministries for most of the time; therefore, it will be necessary for the post-holder to be a Christian with a personal relationship with God.
- You will need a good understanding of the Christian community and personal understanding and experience of the Christian faith to enhance your effectiveness in the role.
- Premier staff are required to regularly attend all-staff meetings and devotions where we share what God is doing through Premier and spend time praying for our work.
- Premier's Hybrid working approach allows staff on 'hybrid' contracts, by agreement with their line manager, to split their working time between their home and Premier's offices. The amount of time working in each location will be based on the requirements of the role.
- There are a number of occasions each year when all staff are required to meet in person e.g. Summer and Christmas gatherings.

Make a **Premier**
lasting Impact

