

# ROYAL COLLEGE OF PSYCHIATRISTS

## JOB DESCRIPTION

<b>JOB TITLE:</b>	CPD eLearning Podcast Editor
<b>TERM OF OFFICE:</b>	Up to 3 years, subject to review after 1 year and renewable by mutual agreement
<b>RESPONSIBLE TO:</b>	CPD eLearning Editor
<b>WORKING WITH:</b>	
<b>Governance</b>	CPD eLearning Editor and Advisory Board
<b>Management</b>	CPD eLearning Editor and Advisory Board, eLearning Manager, Head of eLearning
<b>RESPONSIBLE FOR:</b>	Developing the CPD eLearning podcast portfolio
<b>ELECTED/APPOINTED:</b>	Appointed
<b>TIME COMMITMENT:</b>	1/2 sessions per month
<b>SALARY:</b>	Unpaid/Voluntary

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## BACKGROUND

[CPD eLearning \(previously CPD Online\)](#) was launched in 2006 and now hosts more than 200 interactive learning modules and over 170 podcasts. The content is aimed primarily at consultant-level psychiatrists and aims to serve the CPD needs of College members. CPD eLearning is widely distributed among individual and institutional users in the UK, along with many more in Australia, New Zealand and beyond.

CPD eLearning podcast audio files can be freely accessed on [SoundCloud](#), [Spotify](#) and [Apple Podcasts](#), but a subscription to CPD eLearning is required to complete the associated podcast module test and generate a CPD certificate.

The CPD eLearning Podcast Editor will ensure that learning objectives are set for each podcast, that these are addressed during the podcast and provide a suitable associated test for listeners to claim their CPD credits.

It is an exciting time to join the team, with our new eLearning Hub now launched and engagement with CPD eLearning podcasts growing remarkably. 2025 has also seen the launch of our new podcast series on *Big Questions in Psychiatry*, which explores the complex and sometimes messy issues shaping psychiatry with the help of world experts in the field and utilising a grounding panel of patients, carers, clinicians, learners and service manager.

## **JOB PURPOSE**

The CPD eLearning Podcast Editor will ensure that a regular series of high-quality CPD eLearning podcasts is published. The role will involve reviewing the podcast portfolio, identifying subjects of interest, commissioning, producing and/or conducting podcasts, as well as liaising with podcast participants, such as potential interviewees.

## **KEY RESPONSIBILITIES**

The CPD eLearning Podcast Editor should ensure that podcasts are:

- of interest to the target audience
- engaging and well presented
- scientifically sound
- not in conflict with the views of the College
- fair and reasonable
- free from libellous comments.

We aim to produce at least one podcast per month for CPD eLearning, with around 3 podcasts recorded at the International Congress.

Working alongside our existing CPD eLearning Podcast Editor, the role will be responsible for commissioning and producing and/or conducting podcasts, meeting with interviewees to plan the podcast ahead of the recording session, providing feedback, and ensuring all learning objectives and associated tests are set. They will also liaise with the eLearning Editorial Co-ordinator for the purposes of podcast recording administration.

The CPD eLearning Podcast Editor will also identify and liaise with guest interviewers, where necessary, on choice of subject and timing (so as to ensure that there is a steady supply of podcasts for publication).

The CPD eLearning Podcast Editor will be expected to attend eLearning Advisory Board meetings (approximately three remote meetings per year). The Board discusses policy issues and general plans for content and development.

## **PERSON SPECIFICATION**

Experience of conducting podcast interviews would of course be greatly helpful but is not essential; support and training will be provided for the successful applicant.

No audio editing skills are required, administrative support is offered to the Podcast Editor by the highly professional editorial team at the College, who will handle the hands-on editing of sound files. IT support is available from the College.

The CPD eLearning Podcast Editor must be, and must remain, in good standing with the College. If a complaint is made against a holder of an elected or appointed office under the College's Disciplinary and Complaints Procedure and that complaint is upheld, he or she may be subject to the courses of action set out in the Procedure. Such courses of action may include, but are not limited to, removal from College office, or offices.

The Advisory Board member must undertake all duties in line with the College's values, policies, procedures and regulations ensuring that the work undertaken is in accordance with equality and diversity. Further details on the College's values are included in the [Strategic Plan 2024-26](#).

## **THE COLLEGE VALUES**

### Courage

- Champion the specialty of psychiatry and its benefits to patients
- Take every opportunity to promote and influence the mental health agenda
- Take pride in our organisation and demonstrate self-belief
- Promote parity of esteem
- Uphold the dignity of those affected by mental illness, intellectual disabilities and developmental disorders.

### Innovation

- Embrace innovation and improve ways to deliver services
- Challenge ourselves and be open to new ideas
- Seek out and lead on new, evidence-based, ways of working
- Have the confidence to take considered risks
- Embrace the methodology of Quality Improvement to improve mental health services and the work of the College.

### Respect

- Promote diversity and challenge inequalities
- Behave respectfully – and with courtesy – towards everyone
- Challenge bullying and inappropriate behaviour
- Value everyone's input and ideas equally
- Consider how own behaviour might affect others
- Respect the environment and promote sustainability.

### Collaboration

- Work together as One College – incorporating all members, employees, patients and carers
- Work professionally and constructively with partner organisations
- Consult all relevant audiences to achieve effective outcomes for the College
- Work together with patients and carers as equal partners
- Be transparent, wherever possible and appropriate.

### Learning

- Learn from all experiences
- Share our learning and empower others to do the same
- Value and encourage personal feedback
- Use feedback to make continuous improvements
- Create an enabling environment where everyone is listened to, regardless of seniority
- Positively embrace new ways of working.

### Excellence

- Deliver outstanding service to members, patients, carers and other stakeholders
- Promote excellent membership and employee experience
- Always seek to improve on own performance

- Promote professionalism by acting with integrity and behaving responsibly
- Demonstrate accountability in all that we do
- Uphold the College's 'Core Values for Psychiatrists'.

<b>INTERNAL COLLEGE CONTACTS:</b>
<ul style="list-style-type: none"><li>• Department: Professional Standards</li><li>• Section/Project: eLearning</li><li>• Name of Contact: Emily Yates/Katie Hughes</li><li>• Job Title: eLearning Manager/Head of eLearning</li></ul>



September 2025