

Volunteer role description

Volunteer role: Article Writer, Assistant Editor, Proof Reader Support

Key contact: Communications and Campaigns Manager

Placement: Mostly office based, Cambridge, Peterborough or Chatteris

DBS check level: Basic level check plus 2 satisfactory references

Training required: AgeUK induction training is mandatory, there after volunteers are encouraged to attend volunteer gatherings to share experiences and, receive training from the organised event. However there maybe additional service specific training required

INTRODUCTION

Age UK Cambridgeshire is an independent charitable organisation which exists to improve the life of older people in the county. The charity meets this objective by;

- Providing services
- Campaigning for a better deal for older people
- Working in partnership with other organisations
- Identifying, and finding new ways to meet new and changing needs

ROLE PURPOSE

To assist the Communications and Campaigns Manager in producing content, editing and proof reading content for an internal newsletter and developing an external newsletter.

Skills/Abilities and experience beneficial to the role

A real desire to make a difference to people's lives but you may also have:

- Good organisational skills.
- Good telephone manner.
- Experience using Publisher
- Knowledge of using MailChimp to develop external newsletters
- Knowledge of editing digital photographs would be useful
- Editing and proof reading skills
- Design skills
- Friendly and enthusiastic
- Some experience of marketing and promotion.

Tasks/responsibilities

- Support to produce internal staff and volunteer newsletter using publisher software and development of external newsletter using Mailchimp.
- Assisting in writing newsletter content, editing and proof reading.
- Assisting in developing and maintaining a marketing database.
- Possibly taking photographs at events and editing, for use in our media.
- To accept the supervision, support and direction offered by Age UK CAP.