

Age Concern Rotherham

Volunteer Role Description and Person Specification



Role Title: Volunteer Newsletter Editor

About Age Concern Rotherham

Age Concern Rotherham is a registered charity, seeking to promote and improve the well-being of all older people and their carers in Rotherham by helping to make later life dignified, rewarding and fulfilling.

The Volunteer Newsletter informs Age Concern's volunteers about current projects, good news stories as well as requests for information/services or objects such as bric-a-brac for market stall. It is about volunteers for volunteers.

Role Description

Main Duties: To edit the Volunteer Newsletter for quarterly editions, to write articles such as interviewing volunteers about their experiences. Take photos to be included in the newsletter, ensure departmental updates are included in the newsletter where applicable. Make the newsletter informative, fun and entertaining as well as representing its' readership.

- **Specific Responsibilities:**
- To keep in touch with all Age Concern Depts. To ensure the give departmental updates.
- Interview and research stories for the newsletter
- Using an Age Concern Rotherham computer put together the newsletter with Windows Publisher software.

Person Specification:

Essential Skills:

- Good writing skills
- An interest in meeting people and listening to their stories.
- Good organisational skills
- A knowledge of computers and software including Word for windows, and Publisher.
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Desirable Skills:

- Reliability and integrity
- Ability to maintain confidentiality
- Ability to work independently

Hours: Negotiable but probably part-time

Responsible to: Volunteer Coordinators

Location: 49-53 St Anns Road
Rotherham S65 1PF