Newsletter Editor (Volunteer)
Role Description

Role: Newsletter Editor Volunteer

Responsible to: Chief Executive/Operations Officer

Hours: TBC/as agreed with supervisor

Location: Race Equality First Offices, 113-116 Bute Street, Cardiff, CF10 5EQ

Purpose of Role:

Race Equality First is a charity which works towards combating racism and promoting equality. Established in 1976, the organisation is the Race Equality Council for Cardiff and the Vale of Glamorgan and has over 36 years of experience as the recognised lead body in Cardiff and the Vale of Glamorgan for tackling racial discrimination.

The Volunteer Newsletter Editor will source and prepare content for Race Equality First’s quarterly newsletter

Summary of Role:

1. Working closely with all staff to ensure that work updates are submitted for inclusion in the newsletter
2. Researching and writing of short articles on topical issues relevant to the work of Race Equality First
3. Creation of the newsletter, using Microsoft Publisher
4. Knowledge of and ability to use Mailchimp is desirable

Relevant Qualities, Skills & Experience:

1. Good interpersonal skills – friendly and enjoys interacting with people
2. Basic research skills, especially online research
3. Ability to effectively communicate information and ideas in written format
4. Basic Design skills – experience of using Microsoft Publisher or similar software is desirable, but training can be given
5. Ability to write in Welsh or a community language is desirable
6. Enthusiastic attitude
7. Believes in Race Equality First’s mantra of ‘Equality for All’
8. Willingness to work as part of a small team
Everyone who works and volunteers with Race Equality First:

1. Works within the guidelines of the Volunteer Policy and related organisational policies and procedures (eg. Health and Safety, Equalities, Access, Child Protection, etc.)
2. Ensures the health and safety of clients, staff and volunteers by following designated procedures.
4. All work undertaken and produced by volunteers for and on behalf of Race Equality First, will remain the copyright of the organisation.

Full training will be given on The Equality Act 2010, Race Equality First and External Communication (including Social Media: Good Practice).

Travel expenses will be reimbursed.

Interested? Find out more by contacting our Operations Officer on info@raceequalityfirst.org.uk or 029 2048 6207.

For more information about Race Equality First visit - http://www.refweb.org.uk