

Role profile

Volunteer Content Writer

Purpose of role

To assist with the writing of newsletters, blogs and social media posts with a view to promoting Citizens Advice Reading and the service it provides

Responsibilities will include:

- Creating newsletters to inform funders and local organisations of the work we do
- Writing information for the Citizens Advice Reading website
- Creating blogs and posts to be used on social media (e.g. Facebook and Twitter) to raise the profile of Citizens Advice Reading

Person specification:

- have excellent verbal and written communication skills
- have strong IT skills
- have a good knowledge of social media platforms
- be friendly and approachable
- be non-judgmental and respect views, values and cultures that are different to your own
- be willing to learn about and follow the Citizens Advice aims, principles and policies, including confidentiality and data protection
- be willing to undertake training in your role

Time commitment

At least one year, for 4 hours a week. Days in the office will ideally be flexible.