

Weekly Online Newsletter Team Volunteer

About Careers Springboard

Careers Springboard is a well-established registered charity providing free employment support to professionals, managers and graduates seeking work.

We are looking for a **Newsletter Volunteer** to join our small team producing and distributing our weekly online newsletter.

Training and guidance will be provided.

What will you do?

All content for the newsletter will be provided. Your role will be to check, organise and present it clearly and attractively.

You will:

- Check content for accuracy and presentation.
- Compile the weekly newsletter.
- Ensure information is displayed clearly and in the correct order.
- Make simple improvements to layout and presentation.
- Work with the existing newsletter team.
- Follow guidance from Trustees and volunteers.
- Help ensure the newsletter is produced accurately and on time.

The newsletter is normally distributed **each Friday**, with a reminder sent on the following Monday morning.

The work is home-based and carried out online on a rota with other newsletter volunteers.

What are we looking for?

You should have:

- At least **3 years' experience in e-communications**, ideally including e-newsletter production.
- A good standard of spoken and written English.
- Basic digital and IT skills.
- Good attention to detail.
- The ability to organise information clearly.
- Good communication skills.
- The ability to work independently while following guidance.
- A willingness to learn.

Experience with **Canva and/or Mailchimp** would be helpful but is not essential, as training can be provided.

Design skills would also be an advantage.

Applicants must live in the UK.

How will success be measured?

Success will be measured by the **prompt, timely and accurate production of the weekly newsletter.**

Make a difference

Our newsletter is an important way of keeping members informed about Careers Springboard's activities, services and opportunities.

Your contribution will help us communicate effectively with job seekers and increase awareness of our weekly Zoom meetings and wider support.