



## **Volunteer role description**

### **Newsletter editor volunteer**

Cats Protection is the UK's leading feline welfare charity and our vision is a world where every cat is treated with kindness and an understanding of its needs.

Cats are at the centre of everything we do and our objectives are: homing, neutering and educating people about cats and their care.

We help thousands of cats across the UK each year thanks to our network of dedicated volunteers, employees and supporters.

#### **A bit about this role**

Our newsletter editor volunteers tap into the nation's love for cats, which helps raise our profile across the UK. They source and share photos, images and stories relevant to the varied and exciting things we do at Cats Protection. A higher profile can help us raise funds, promote adopting a cat, help promote neutering and encourage as many people as possible to learn about great cat welfare.

#### **What can you expect to be doing?**

- Sourcing articles and pictures and acquiring permission for use if required
- Ensuring that deadlines are met
- Organising the printing and distribution of newsletters
- Editing newsletters alongside others
- Ensuring that content meets with internal and external policies and guidelines
- Free text as bullet points

## What are the benefits to you and the cats?

You will develop new skills, expand your knowledge and make a significant contribution to improving the lives of cats and kittens by helping publicise the work of Cats Protection. You will also meet new people, make new friends and be part of a dedicated team of volunteers.

## We're looking for someone with

- Good organisational skills
- Creativity
- Good written communication skills
- Willingness to be part of a team
- Good IT skills
- Editorial experience would also be an advantage

## Time expectation

Our newsletter editors usually spend two to three hours per week in this role, which is flexible and can be shared by more than one volunteer if needed.

## Support, guidance and keeping you safe

At Cats Protection we believe our volunteers should be happy and confident in their roles. We provide support and guidance from our National Cat Centre and through our regional and local volunteer groups and teams. We offer engaging online and face-to-face training, expenses and have policies and processes to help volunteers get the most out of their time with us.

The wellbeing of our people is important and at Cats Protection we are committed to safeguarding children, adults at risk and all those that we come into contact with as part of our activities.

If you would like to find out more about this role, please contact: Insert name and contact details here.