

**Job title**

Copywriter

**Direct report**

Communication Team / The board of trustees.

**Role summary**

The role supports the Communication team in creating informative and engaging assets for our website, newsletter and social media.

**We would like the volunteer to help with:**

- Thinking through our audiences' information needs and how we can present that effectively,
- Web copywriting: Create engaging content for our website and newsletter,
- Copywriting: Create well-written and compelling copy for use in awareness raising and fundraising materials.

**Person specification**

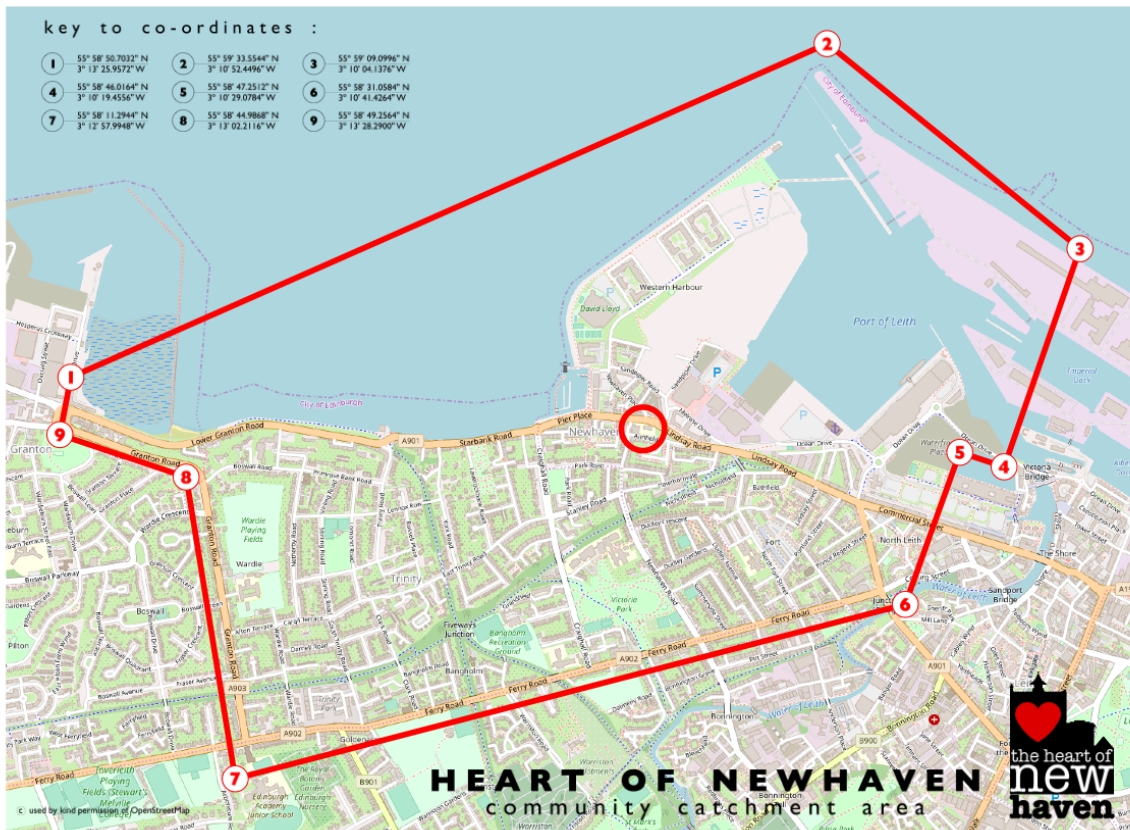
We are currently looking for an experienced content producer to join our team of volunteers.

**Essential:**

- Strong writing and editing skills
- Understanding of use of, and ability to write for, different mediums and formats (print copy vs web copy)

**Desirable:**

- Knowledge of the voluntary sector.
- Lives in the area of benefit, see map.



The volunteer should also have/be:

- Accuracy and attention to detail
- Ability to quickly understand the needs of our team
- Can ask key questions to enable us to clarify requirements
- Understands the resource constraints of a small charity and is able to work with these.
- Open to feedback

**Time commitment and location**

- Working from home, up to 4h per week.

**Contact**

Please contact [volunteer@heartofnewhaven.co.uk](mailto:volunteer@heartofnewhaven.co.uk) for more details