

## Content Editor volunteer



### Who are we?

CPRE London is a charity that fights to protect London's green spaces. By volunteering with us you'll be helping to find positive solutions for the issues facing the countryside and the environment. You'll make a real difference and be a central part of a friendly and passionate charity.

### Role Description

Part time/flexible opportunity at CPRE London who are seeking a volunteer keen to support our environmental programmes by delivering engaging, quality content and newsletters that boost the appeal of CPRE London.

**Reports to:** Director

## **Purpose of role: What you will be doing**

The Director leads the London office with 3-4 employed staff and a team of volunteers.

### **Responsibilities:**

Duties may include but are not limited to:

- Writing compelling copy which raises the profile of CPRE London and its work
- Proofreading, restructuring and editing articles
- Updating the CPRE London website with new content
- Optimising published pieces for SEO
- Working with the social media volunteer to promote new content
- Working with the volunteer web developer, monitoring web traffic and user engagement
- (optional oversight or line management of social media or web developer volunteers for someone seeking this type of experience)
- Creating and sending our monthly newsletter
- Working with the director and trustees, helping draft the annual report, trustee updates, updates for funding bodies and other reporting as required
- Maintaining and adding to the image library
- Overseeing overall content in line with brand guidelines

### **Skills and experience**

Preferably with 2 or more years' experience of communications roles with the following attributes:

- Good organisational skills and administrative experience
- Attention to detail
- Adept at prioritisation
- Excellent writing and editing skills in English
- Competent IT skills, familiar with content management systems
- A flexible and 'can-do' attitude
- A self-starter with an ability to work both as part of a team and independently with minimum supervision
- An interest in environmental issues and enthusiasm for helping further CPRE London's work

### **Working pattern**

Hours: 7-14 hours per week

Pattern: delivery can be flexible but availability on Mondays, Tuesdays or Thursdays (the Director's working days) would be beneficial.