



## Volunteer Role Description

<b>Role:</b>	Newsletter volunteer.
<b>Where:</b>	At home or at the Embracing Age office in East Twickenham.
<b>When:</b>	5 hours a month - flexible
<b>Why:</b>	Embracing Age offers valuable befriending and support to some of the most vulnerable older people in our community - care home residents and informal carers. We send our quarterly newsletters, and would also like to develop a newsletter for our volunteers across Richmond,
<b>What does the role involve:</b>	Gathering news from our different projects, writing interesting stories and creating a quarterly newsletter on mailchimp.
<b>Attributes / skills needed:</b>	Good communication and writing skills Ability to use mailchimp (training can be provided). Interest in making a difference in the lives of older people Background or interest in journalism would be helpful, but not essential.
<b>What's in it for you?</b>	The opportunity to work as part of a dedicated team. The satisfaction of knowing that you are making a big difference to a charity that works with some of the oldest and most isolated people in your community. Valuable volunteering experience that you can add to your CV, if needed. Access to appropriate training to further enhance your skills.
<b>What you can expect from us:</b>	Induction before the role starts. Support from Embracing Age staff Out of pocket pre-agreed travel expenses.
<b>Contact:</b>	For further information contact Sarah Waller Email: <a href="mailto:sarah@embracingage.org.uk">sarah@embracingage.org.uk</a> <a href="http://www.embracingage.org.uk">www.embracingage.org.uk</a>