

Newsletter Editor

Role Profile

Across England, Wales and Northern Ireland, [Branches and Groups](#) offer direct support for people living with and affected by Motor Neurone Disease ('MND'), every day.

A Newsletter editor provides support to their respective Branch or Group by writing and sharing local Newsletters, comprised of information and contributions from across the local MND community.

Tasks and activities

- Write and design a Branch or Group Newsletter on an ongoing basis – *frequency flexible*
- Compile the Newsletter with contributions and support from volunteers, members, local partners and other people affected by MND locally
- Organise and implement the safe and secure distribution of the Newsletter to local members
- Where possible, link with other volunteers such as Social Media Co-ordinator(s) and Webmaster(s) to co-ordinate communications and content sharing
- Where possible, engage with the MND Association by contributing to the National Volunteering Newsletters and other communications and engagement channels as appropriate
- Adhere to the MND Association's policies and procedures, including Safeguarding
- Time commitment is flexible and variable depending on local need and individual capacity

This role is recruited through Safer Recruitment processes, which means that it includes an informal interview and two references.

Volunteers complete a basic induction and receive a welcome booklet about volunteering with the MND Association.

Volunteers receive ongoing local support from their allocated Community Support Coordinator ('CSC').

About our Branch/Group Newsletter Editors

Across the MND Association, everything we do is underpinned by our Values.

We are **One Strong Team**

- We use great communication skills to help people access the right information in an accessible, inclusive and timely way
- We use our creative skills to showcase the amazing impact of our Branch and Group activities
- We develop and maintain positive and supportive relationships with others

We **think Big**

- We are confident and informed about how we can support people affected by MND
- We use our brilliant ICT skills to undertake tasks - e.g. Zoom/MS Teams, email, Office 365 and tools to support the ongoing delivery of local communications
- We are ready to enhance our understanding of MND to drive our approach to communications

We are **Determined**

- We are committed to learning about MND and its impact on people and their families
- We have great attention to detail to help us deliver quality communications
- We understand the need for consent, confidentiality and the importance of data protection

We make **Every Day Count**

- We champion the [Vision and Purpose](#) of the MND Association
- We act with patience, kindness and empathy when communicating with others
- We are respectful, non-judgmental and non-bias