



Name of the role: Volunteer Copywriter

Responsible to: Senior Communications and Digital Manager

Neighbourhood Watch (NW) is looking for a Volunteer Copywriter to help the Central Support Team on an ongoing basis, to support us with writing and proof-reading content for press releases, newsletter articles, website news stories and blogs.

We are looking for 1 day a week with at least 6-month commitment for this role. The actual hours can be flexible and worked in 1 day or spread across the course of the week.

About Neighbourhood Watch

Neighbourhood Watch is a grassroots charitable movement. It is the largest crime prevention voluntary movement in England and Wales and has upwards of 2.3 million members. Schemes are run by volunteers across England and Wales supported by volunteer Associations, and by Neighbourhood Watch Network, the national umbrella organisation for the movement. Visit our [website](#) to find out more.

Our vision

Our vision is a society where neighbours come together to create safer, stronger and active communities.

Our mission

Our mission is to support and enable individuals and communities to be connected, active and safe, which increases wellbeing and minimises crime.

Purpose of the role

- Provide supporters with regular crime prevention and community building news stories
- Increase our media presence through press releases
- Share inspiring stories on the wide variety of work NW supporters do, where possible demonstrating their impact on community cohesion and crime reduction

Key tasks

- Write clear and engaging press releases
- Create compelling headlines and original copy for various communication channels, including newsletter, blogs, website news articles and responses to media requests
- Review and make improvements to existing copy on digital and print channels, with special focus on our website

- Edit and proofread copy produced by other team members

On all the above tasks you will work with other volunteers/staff where appropriate.

What you would need

- Strong editing and proof-reading skills
- Knowledge of copywriting strategies for digital and print channels.
- Excellent written communication skills
- Attention to detail
- Ability to use initiative (within specified guidelines)
- Ability to meet deadlines
- Understanding of confidentiality & data protection (training given)
- Regular access to a suitable and secure online device
- Willingness to undertake training as required
- Experience of producing press releases would be an asset

What we can offer

- Help to build your copywrite experience
- Experience in working within the Voluntary sector
- Reference
- Reasonable expenses paid
- Training and support
- Regular supervision

Other information

- This role is home based, ideally with ability to occasionally meet in our offices in Vauxhall, London.
- The interview, initial meetings and training will be completed online.
- All volunteers are required to abide by Neighbourhood Watch policies, including Code of Ethics, Health and Safety, Data Protection and Security, and Safeguarding.

For further information regarding the role please contact Deborah Waller, Senior Communications and Digital Manager on Deborah.waller@ourwatch.org.uk or 07495 415380.

Applicants should send a CV and up to a one page covering note explaining why you want to volunteer with us, highlighting your suitability to the role.