

## **Community Action Project**

Vision Magazine Assistant

## **Community Action Partner**

Royal National Institute of the Blind



**Aim:** Vision Magazine is an award winning bi-monthly magazine for RNIB members. Volunteers will work alongside their editorial and design staff and freelance journalists as an essential part of their busy team. The magazine is available in alternative formats such as Braille, audio and email.

**Role:** The role will involve various task such as writing and editing articles, updating web pages and their intranet, proof reading, transcribing audio recordings into text, talking to print suppliers about requirement and obtain quotes, research background for features and pictures to accompany articles, source casing studies and monitor responses to Vision Magazine. You should have excellent written and spoken English, an interest in publishing, previous experience in a paid or voluntary role is desirable, attention to detail, good internet skills and knowledge of Microsoft Office, particularly Word and Excel.

**Training:** You will be given an induction, an information pack and supervision and support from the Vision editor.

**Location:** London

**Times:** At a mutually agreed time- one day per week, during office hours.

**CRB:** CRB disclosure is not required.

**Other:** All expenses will be reimbursed. You will gain experience of producing an award-winning magazine in a range of formats, experience of audio production, training in web and intranet content update, experience of commissioning suppliers and research skills.

**Application:** All volunteers must be registered as Community Action volunteers. To do so, visit <http://www.rhul.ac.uk/services/volunteering/register.html>

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