

# Volunteering for Unlock

## Role Description

<i>Volunteer Title:</i>	Content Writer
<i>Reporting to:</i>	Advice Manager
<i>Location:</i>	Home-based. Office-based work (Maidstone, Kent) is limited due to desk space, but offers of help will be judged on an individual basis.
<i>Organisation:</i>	Unlock is an innovative and independent charity. Founded in 1999 it is a well-established and highly respected social inclusion charity.
<i>Role:</i>	We regularly identify areas of our self-help information site that need developing or updating in response to news, announcements and changes. In this role, you will form part of a small group of individuals who we work with on specific research tasks. Based on your interests, expertise and availability, you will be able to nominate yourself to take responsibility for particular tasks. Generally, the task will be to research and produce high quality, relevant, up-to-date information and advice documents for people with convictions.
<i>Job objectives:</i>	To ensure that <a href="http://hub.unlock.org.uk">hub.unlock.org.uk</a> is regularly updated with news, latest developments and learning from Unlock's other services.
<i>Main tasks:</i>	<ol style="list-style-type: none"><li>1. Research into specific areas that people with convictions face difficulties with due to their criminal record.</li><li>2. Produce high quality, relevant, up-to-date information and advice documents for Unlock on specific subjects, to be used on the Hub and disseminated more widely.</li><li>3. Develop content for articles for theRecord, Unlocks online magazine, to entice and engage our key audience.</li><li>4. Edit and proof read content created by other content writers and provide detailed feedback.</li></ol>

- Commitment:* Task-specific.
- Expenses:* Travel is not expected as part of this role. Travel costs can be covered for volunteers where agreed in advance (and up to a maximum of £15 per day)
- Criminal records:* This role is covered by the Rehabilitation of Offenders Act 1974.

## Person Specification

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Research experience</li> </ul>	<ul style="list-style-type: none"> <li>• Producing information/advice documents</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Able to work without heavy supervision</li> <li>• Friendly, outgoing, confident</li> </ul>	
<b>Skills / Abilities</b>	<ul style="list-style-type: none"> <li>• Research skills</li> <li>• Good general communication skills</li> <li>• Ability to tailor writing styles to the intended audience</li> <li>• Organisational skills</li> <li>• Confident on the phone and using a computer</li> </ul>	<ul style="list-style-type: none"> <li>• Providing advice</li> <li>• Carrying out research</li> <li>• Completing paperwork</li> <li>• Dealing with difficult situations</li> </ul>
<b>Specialist knowledge</b>	<ul style="list-style-type: none"> <li>• None required</li> </ul>	<ul style="list-style-type: none"> <li>• Criminal Justice processes and relevant support agencies</li> </ul>
<b>Education/ training</b>	<ul style="list-style-type: none"> <li>• Good level of literacy</li> <li>• Good level of numeracy</li> <li>• Confident using Microsoft Word</li> <li>• Experience using email</li> </ul>	<ul style="list-style-type: none"> <li>• GCSE English &amp; Maths (A*-C)</li> <li>• A Levels, HNC or equivalent</li> <li>• Advanced level Microsoft Office</li> <li>• NVQ in Advice or similar.</li> </ul>