

Proofreader Volunteer Role Description

Are you passionate about changing the way we treat animals? Do you want to help reduce damage to our environment? Do you want to get people to enjoy healthy vegan food that looks good and tastes great?

The Vegan Society makes veganism more accessible and an easily adopted approach by supporting individuals, policy and decision makers, caterers, manufacturers, health care professionals and the media.

Why do we need you?

We produce written content over multiple platforms, and in a variety of styles. Written content will include our magazine *The Vegan*, blogs, press releases, website copy, handbooks, role descriptions and more.

What does the role involve?

This role will form a part of a bank of volunteers who focus on proofreading. You will need to proofread copy to a deadline and using The Vegan Society Style Guide to ensure consistency across all our copy. We will contact you with a proofreading task and ask if you have the availability to take it on. If you agree, you will be given the copy as well as our Style Guide and asked to return the proofread version to your point of contact by a set date.

What training and support is available?

Volunteering in this area will come with a full induction to the blog, the magazine, and the staff you will be working with. We are always prepared to deliver specific training on specific skills, as identified throughout volunteering. However, this is an independent role that is done remotely, and contact with staff will be mainly over email, so it is ideally suited to someone who is able to be self-sufficient.

What skills and attributes are needed for this role?

- Experience of proofreading in a professional capacity or evidence of the equivalent qualifications
- Excellent grasp of written English and grammar
- Ability to work independently
- Experience of working to a brief, including a deadline
- Able to communicate any training or support needs
- Comfortable receiving constructive feedback
- Open to training and development
- Understanding of the importance of an organisation's tone of voice
- Awareness of The Vegan Society's history, approach, and work

What does my availability need to be?

This role varies significantly in time required depending on the brief, you will only ever be expected to take on a task that you have reasonable time to complete. Ideally, we'd like all volunteers to be available for around 4 hours a month.

Who does this role report to?

This role reports directly to the Editor of *The Vegan* and the Supporter Services Coordinator. You may have a different point of contact once you are in post and depending on the type of proofreading you do.

Who can I contact to find out more?

You can contact Kaya (Supporter Services Coordinator) on volunteer@vegansociety.com, or you can call on 0121 523 1730.