



Volunteer Editorial Assistant

Role Description and Person Specification

About Pain Concern:

Pain Concern is a charity providing information and support to people with pain and those who care for them, whether family, friends or healthcare professionals. Visit our [website](#) to find out more about what we do, including our [Airing Pain](#) radio programme, podcasts, [Pain Matters](#) magazine, information helpline, research and campaigning work and the award winning [Self-Management Navigator Tool](#).

All pain is unpleasant, but for the 7.8 million people in the UK living with long-term pain it is a part of everyday life. It diminishes quality of life more than any other condition, leading often to loss of work, depression and disability. Anyone at any age can develop persistent pain and you will very probably know somebody affected. Although there is usually no cure, people who receive the appropriate treatment, information and support can manage their condition effectively with life-changing results.

Role Purpose:

Are you seeking experience in publishing? Be a part of the team editing, writing and commissioning content for the magazine, website, leaflets, etc. of Pain Concern. The editorial team undertake all the editorial jobs involved in converting text to publication. Some writing will be involved, but the focus for this role is on 'editing' rather than 'journalism.' As a member of Pain Concern's editorial team, you will assist our Managing Editor. By joining us you will join a fast-growing and respected service.

"The great thing about Pain Concern is the breadth of content the charity produces - magazines, leaflets, podcasts, transcriptions, website - all of those need an editorial eye. Volunteering with Pain Concern is a great opportunity to improve your skills and challenge yourself. I am very proud of the work we produced during my time there: magazines, podcasts, leaflets and website" - **Jamie Boyce, Managing Editor at Pain Concern, former volunteer.**

What you would be doing:

You will be part of a team, editing, writing and commissioning content for the magazine, newsletter, website, leaflets, etc. of Pain Concern. The editorial jobs involved in converting text to publication include:

- Copy-editing
- Editing transcripts of interviews to produce copy ready for publication.
- Working with authors
- Working with our advisers
- Proof reading

- Permissions and acknowledgements
- Indexing and working with indexers
- Bibliographical references
- Working with designers
- Corrections and maintaining an archive
- Researching information about pain and related topics

Is this role right for me?

We are looking for:

- Excellent written English
- Ability to learn and adopt editorial policy and procedures
- Interest and curiosity in learning about chronic pain
- A working understanding of IT, Microsoft Office and Microsoft Teams

Availability and location:

- Minimum commitment of 3 months
- Minimum 5 hours per week
- Volunteer from our office at Newcraighall Road, Edinburgh EH15 3HS or from your location

Benefits to you:

- Experience volunteering as part of a friendly team, supported by a professional editor
- Meet new people
- Build on your employability skills
- Training and a dedicated volunteer line manager looking after you
- A job reference after 3 months of volunteering.
- Satisfaction of giving a valuable service to the community
- On-site car parking
- Reasonable travel expenses will be reimbursed in accordance with our Volunteer Policy

How do I apply:

Download and complete an application form our website at <https://painconcern.org.uk/volunteer-for-pain-concern/>

For more information please contact hr@painconcern.org.uk