**Newsletter Coordinator**

Responsibilities of the role include:

* Creating a call for papers for our regular newsletter
* Contacting possible contributors
* Participating in monthly committee meetings
* Creating and finding ideas for new content
* Liaising with our webmaster and social media coordinator

An ideal candidate for the position would have:

* Experience in editing and proofreading
* Experience of working in a team of volunteers

▪ attention to detail and an excellent command of written English

▪ a keen interest in inclusivity and/or special educational needs

Desirable skills:

▪ basic publishing skills

▪ networking skills to contact possible contributors