

## **Selattyn and Gobowen Parish Roundabout Sub editor – New Volunteer Role**

### **Opportunity**

In this role, you will be responsible for laying out the content of the quarterly Selattyn and Gobowen Parish Roundabout magazine into a pre-prepared template. Working closely with the Parish Clerk, you will be required to arrange the news articles, events, photos, adverts and community information to best effect in each edition. You may also need to source photographs, logos and local interest pieces to supplement each edition. Some proof reading will be required.

### **Skills needed**

- Good literacy skills
- Knowledge of working with different file formats and how to convert files (jpg, pdf, doc etc.)
- Familiarity with Microsoft Publisher or another Desktop Publishing package.
- Knowledge of the Selattyn and Gobowen Parish and community is helpful but not essential.

### **Location**

This is a home-based volunteering opportunity. Initial training with the Parish Clerk will take place at the Pavilion, St Martins Road, Gobowen.

### **Time commitment**

The Parish Roundabout magazine is produced quarterly in February, May, August and November and the production schedule is agreed in advance for the year. Laying out each edition of the magazine takes roughly 20 hours over a period of a week. The work can be carried out flexibly within that week.

### **Interested?**

For more information, please contact the Parish Clerk, Bridget Laraway:

E: [clerk@selattyn gobowen-pc.gov.uk](mailto:clerk@selattyn gobowen-pc.gov.uk)

T: 01691 886502