



VOLUNTEER ROLE DESCRIPTION

Our vision is to foster a corporate environment where neurodivergent people are understood and form an invaluable part of the work culture – could you help us achieve this?

If you require this role description in an alternative format please contact volunteer@neurodiversityinbusiness.org

Title	Corporate Newsletter Production Lead
Team	Corporate Membership Services (CMS)
Number of hours	5-10
Timing of your volunteering	Flexible – As far as possible, you will be able to choose to contribute your hours at a time convenient to you, but please note that there will usually be a requirement for you to attend regular team meetings (frequency varies by team). You may have the opportunity to influence the timing of these team meetings at a later date, but this cannot be guaranteed.
Location	Working from home/remote-friendly
UK-based? (this may apply to a few of our roles)	No, global
Expenses	Reasonable expenses will be paid in accordance with our expenses policy if your volunteering requires you to attend a venue away from home.
Conduct expectations	We expect you to treat other NiB volunteers, staff and any stakeholders with whom you have contact on NiB's behalf, in an inclusive and respectful manner at all times. You will be expected to sign a non-disclosure agreement before joining us and to comply with our internal policies and procedures.
Start date	ASAP
How to apply	Fill in the form on our website (on the Volunteer With Us page)
Interview process	There will be a two-stage process. The first stage is a general interview to get to know you and understand your motivation for joining us. The second stage is an interview with the Team Lead or person with whom you would be working, where your role-related skills will be discussed.

Volunteering with NiB

- We are committed to creating an inclusive and diverse volunteering community where everyone's contributions are valued and respected.

- We aim to provide the support you need to be happy and productive in your role
- We offer reasonable adjustments during the interview and selection process as well as in your role – please just let us know what would help you and when

Team function

The CMS Membership Services team is responsible for providing a market-leading offering to our Corporate Members, organising and hosting collaborative events, and leading on innovative activities to drive the neuroinclusion agenda. The team is at the forefront of the organisation’s work in advocating for neuroinclusive practices, listening and learning from Corporate Members on what the trending barriers and enablers are, and help to guide the thinking and direction of the charity to be responsive to industry.

Tasks and responsibilities

- Work with the Head of CMS to translate strategic priorities of CMS into operational activities
- Oversee and coordinate the work of the corporate newsletter team including coordinating the research outputs
- Ensure delivery of monthly internal newsletter and work with Marketing and Communications team on member-facing offering
- Provide regular updates and escalate decisions/issues/actions to Head of CMS
- Keep Project Manager Lead for CMS updated on actions and progress against them
- Take responsibility for the newsletter calendar/plan and delegate tasks to relevant team members
- Update CMS Team at weekly meeting on Comms & Engagement Team activities
- Coordinate with Marketing and Communications team, ensuring they have relevant lead time (2 weeks) and feed into activities from the outset to guide and maintain alignment

Objectives

- Deliver on the newsletter team objectives
- Contribute to our scheduled programme of support to our corporate members
- Provide regular updates to Head of CMS and at weekly CMS team meetings
- Own and maintain the CMS Digest plan/calendar

Skills and experience we’re looking for

- Experience of leading a team
- Awareness of and ability to minimise risks to planned activities
- Commitment to high quality output
- Working on a new project and embedding it into everyday activity
- Good communication skills, including editing and/writing experience
- Experience of collaborating with other internal teams