



## **NEWS EDITOR VOLUNTEER ROLE DESCRIPTION April 2026**

**The Cirencester & District TN is run entirely by volunteers whose sole purpose is to compile, record, copy and distribute a high quality weekly talking newspaper and magazine.**

This description sheet clarifies what you will be doing, with no contract of employment implied and no legally binding relationship created.

**FIRST POINT OF CONTACT: Trustee responsible for Volunteers**

### **RESPONSIBILITIES:**

- Every two weeks, to select sufficient items from the Glos & Wilts Standard website, Cotswold Journal website and other local sources to ensure at least a 60-minute news recording (9,000 words) including main Cirencester news, community news from surrounding villages, What's On, Sport and Deaths.
- To edit articles where necessary in accordance with the Cirencester & District guidelines.
- To complete a contents list with a list of articles edited, source and word count and forward to the relevant New Team leader for information by Thursday at 4pm.
- To forward the contents list to the next editor to use as a checklist to avoid duplication.

### **ADDITIONAL POINTS TO NOTE (applicable to all volunteers):**

- New volunteers will be appointed on a probationary basis for up to six months.
- Volunteers may like to familiarise themselves with the Charity's constitution (available on the noticeboard and website).
- Please give as much notice as possible if unable to attend the scheduled volunteering time(s). Please comply with all Health and Safety notices and any other rules posted on the Studio noticeboard.
- Please inform the Secretary to the Trustees of any changes in contact details.

---

**Cirencester & District Talking News**

**Email: [mail@cirencestertn.org](mailto:mail@cirencestertn.org) | Tel. No. 0744 2600282**

Registered Office: The Old Department Store, 29-35 Market Place, Cirencester GL7 2NX

Website: [cirencestertn.org](http://cirencestertn.org)

Charity No. 1218012

- Membership of the charity will automatically lapse if, without good reason and after appropriate approaches, a volunteer has not participated for a period of six calendar months.
- If a grievance or problem arises that cannot be resolved by your First Point of Contact, please refer to the Secretary to the Trustees who will bring it to the attention of all Trustees.

---

**Cirencester & District Talking News**

**Email: [mail@cirencestern.org](mailto:mail@cirencestern.org) | Tel. No. 0744 2600282**

Registered Office: The Old Department Store, 29-35 Market Place, Cirencester GL7 2NX

Website: [cirencestern.org](http://cirencestern.org)

Charity No. 1218012