



NEWS READER 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: The Team Leader of the team with which you read

RESPONSIBILITIES:

- To attend the recording sessions for your designated team to read news articles supplied on the day by the Team Leader.
- To read each item of news to a suitable standard to maximize the reception, understanding and enjoyment of listeners.
- If unable to attend for any reason or if suffering from a condition that would affect the quality of the recording, to notify your team leader as early as possible so that a substitute can be organised.

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.
- 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

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Website: cirencestern.org

Charity No. 1218012