



Job Description –

Editorial Assistant

14 April 2014

Social Spider CIC

Helping People Make Change Happen

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About Social Spider CIC

Social Spider Community Interest Company (CIC) is a not-for-profit social enterprise, a social enterprise that delivers research, writing, publishing and training services as well as running its own local and national projects.

Our current projects include:

Big Lottery: Social Investment Guide – A guide to the UK's emerging social investment for charities and social enterprises, commissioned by Big Lottery Fund and developed in partnership with Social Enterprise UK

A day in the life – A project asking people across England who have (or have had) mental health difficulties to record a day in their life once a season. This project is funded by Public Health England.

Social Enterprise: What's love got to do with it? – A project commissioned by Intentionality CIC to research and write a think piece exploring the role of love in social enterprise, based on interviews with some of the UK's leading social entrepreneurs.

Doc Ready – a digital tool that helps young people to prepare and make the most out of mental health related GP visits. Doc Ready was developed by a partnership of organisations including Social Spider CIC, Neontribe, Futuregov and Enabled by Design funded through the Innovation Labs Initiative backed by Comic Relief, Nominet Trust and Right Here.

Making Waltham Forest Mental Health Friendly - A project raising awareness of the experiences of people with mental health difficulties by organising discussions in workplaces and community groups in Waltham Forest.

Job Description – Editorial Assistant (Voluntary)

The role involves working with the Managing Director on the launch and quarterly publication of a new community newspaper for the London Borough of Waltham Forest

Specific duties may include:

- Writing and editing articles for the newspaper
- Developing the newspaper's online presence
- Organizing editorial meetings
- Helping to develop a distribution model
- Contacting advertisers

Responsible for

Volunteer journalists and distributors

Voluntary role

This is a voluntary role which provides applicants with an opportunity to gain experience of working on a community media project, developing skills and practical experience in journalism and business development.

It is hoped that applicants will be able to devote 1 to 3 days per week to the role but as this role is not a paid job, it is not expected that applicants will prioritise the role over paid work or the search for it.

As this is a voluntary role, specific duties will be agreed based on applicants' interest and aspirations for their future career.

Travel and lunch expenses paid on production of receipts up to a value of £10 per day.

About the Waltham Forest Community Newspaper project

The Waltham Forest Community Newspaper project aims to produce a regular community newspaper for the London Borough of Waltham Forest.

The newspaper will be a 16-page tabloid, published quarterly from July 2014, with 10,000 copies distributed at community venues and direct to readers in the local area.

The newspaper will promote the work of local community organisations and voluntary sector groups, along with arts and cultural activities taking place in the local area. It will also provide an opportunity for local people to express their opinions on what is going in the area.

The project is being delivered by Social Spider CIC as part of WfWellComm CIC, a partnership of six charities and social enterprises based in the borough.

How to apply

If you are interested in this role, please email a CV, a short covering letter outlining your interest and a sample of your writing to david@socialspider.com.

The closing date for expressions of interest is Monday April 28th 2014.

