



Peterborough Diocesan Guild of Church Bellringers

Newsletter Editor Role Description

Role Description

- To produce a publication of news and articles from ringers across the Guild for distribution within the Guild and to relevant external bodies.

Responsibilities

- To be a member of the Guild Management Committee
- Receive reports and articles from Guild Officers
- Receive, and chase if necessary, for articles from branches
- Collate information on achievements within the Guild, for instance ART awards and significant firsts in quarters and peals.
- Edit information received for style, content and layout, as appropriate to the tone of the newsletter
- Provide an electronic copy to the webmaster for the Guild website
- Provide a copy to printers for printing
- Distribute newsletter packs to branches for onward distribution
- Advertise a clear print deadline for each edition

Notes

- The Newsletter Editor is not expected to produce articles themselves. They are collating and organising received information into an attractive and enjoyable newsletter.

Reports to

- Guild Management Committee

Main interactions

- Public Relations Officer
- Secretary
- Webmaster
- Branch PRO or equivalent post
- External contacts

Expectations

- Will have suitable technology available to fulfil the responsibilities
- Will undertake safeguarding training to a suitable level (C0, C1) through the CofE
- Consider undertaking a DBS check and provide the results to the Guild for recording