Newsletter Editor

Salary: Voluntary Role (Unpaid)

Location: Remote (UK-wide)

Commitment: Flexible (3-4 hours a month)

Reporting to: Trustees

About Supporting Healthcare Heroes UK (SHH-UK)

SHH-UK is the only UK-wide charity supporting all healthcare workers in preventing COVID-19 and living with Long Covid. Founded in 2023, we influence national policy and provide evidence-based support to the healthcare workforce.

Role Purpose

The Newsletter Producer leads the creation of SHH-UK's monthly newsletter - turning organisational updates, campaign news, and research into clear, engaging content that strengthens awareness and drives supporter action.

What You Will Gain

- Professional experience in digital communications and newsletter production
- Hands-on use of platforms such as MailPoet or Mailchimp
- Flexible, remote volunteering with a friendly, supportive team
- Opportunities to collaborate with trustees, researchers, and volunteers
- The chance to make a meaningful impact for healthcare workers

Key Responsibilities

- Coordinate content by gathering updates from trustees and volunteers
- Compile and format the monthly newsletter in an engaging, accessible layout
- Produce and schedule newsletters using MailPoet
- Source or request relevant images and links
- Liaise with trustees for clarification and final approval
- Monitor engagement metrics (opens, clicks) and suggest improvements
- Maintain GDPR-compliant mailing lists and manage unsubscribes

Person Specification

- Experience producing newsletters or digital communications
- Strong organisation and attention to detail
- Ability to synthesise information into clear, compelling content
- Familiarity with MailPoet/Mailchimp (or willingness to learn)
- Self-motivated, reliable, and able to work independently
- Collaborative and aligned with SHH-UK's mission and values

Support and Induction

You will receive:

- A full induction to SHH-UK's mission and guidelines
- Mandatory online training (safeguarding, EDI, data protection)
- Regular check-ins with a designated trustee
- Access to all required digital tools (no personal costs)

Role Scope (What You Won't Do)

- Provide medical or clinical advice
- Pay for software or tools - SHH-UK provides everything needed

How to Apply

Apply via **Reach Volunteering** with a short supporting statement.

A DBS check and mandatory training may be required.