**Black Country Talking News Volunteer**

**Responsible to :** Kam Cheema – Communications Manager

**Hours available:** Wednesday A.M.

**Purpose:** Assisting staff to create a talking newspaper on a weekly basis for visually impaired clients.

**Summary of duties**

* To record audio transcriptions of newspapers for visually Impaired people
* Reading from a newspaper or other various articles/materials whilst being recorded, in a recording booth
* Editing of master copies of the talking newspaper (not essential)
* Emptying and sorting of postal wallets
* Copying and packing of newly recorded CD’s
* Conducting Interviews with people from various backgrounds.

**The Role**

* Clear and friendly recording voice
* Good communication skills and an outgoing and friendly approachable manner are essential, as are reliability and a commitment to confidentiality
* An opportunity to meet new people
* Ability/willingness to understand the issues faced by Individuals living with sight loss
* To be non-judgemental and have the ability to treat people with respect
* A DBS disclosure is required for this role