

## **BRITISH CONNEMARA PONY SOCIETY LTD**

### **VOLUNTEER ADVERTISING EDITOR – CONNEMARA CHRONICLE**

#### **TASKS**

**Put together the advert form for people to complete**  
**Receive adverts from advertisers (post and email) and respond to their queries**  
**Check adverts received, collate in to batches, pay in fees and notify secretary/treasurer**  
**Receive first-proofs back from publishers - liaising on queries**  
**Proof-read and edit first-proofs, notifying publishers of changes - send back to them with changes**  
**Receive final proofs from publishers. Collate and forward to CC editor**  
**Collate alphabetical list of advertisers**

#### **SKILLS**

**Good organisational skills - keep records of adverts received, fees taken and progress.**  
**Comfortable working to deadlines**  
**Good communication skills - happy to resolve issues with advertisers and publishers quickly and without supervision**  
**Attention to detail - keen eye for detail in proof reading and editing adverts**  
**Computer and email literate - receiving, sending and tracking email adverts**

#### **BENEFITS**

**Opportunity to establish a wide network within the BCPS and be part of the well regarded Connemara Chronicle.**

**This is a voluntary position. The successful applicant must be prepared to work from home using his or her own office/computer equipment. All expenses properly and necessarily incurred on Society business will be re-imbursed.**

**Applicants for this position are invited to apply by post or email, sending with the letter a CV to the Secretary, Mrs Sandra Parkington, 1 Lansdowne Cottages, Ilsley Road, Compton, Newbury, Berkshire RG20 7PQ, Telephone 0845 604 9690. [secretary@britishconnemaras.co.uk](mailto:secretary@britishconnemaras.co.uk)**