



## Research and Editorial Lead - Voluntary role

### Introduction

Age in Spain provides trusted, accurate information for English speakers living in or moving to Spain. We also help people living elsewhere who are concerned about older family members or friends who are living in Spain. The service is mainly accessed through email, with a telephone line operating three mornings per week.

One vital component of our information services team is carrying out vital research on current topics affecting English speakers and writing Guides that are published on our website, covering key issues that we are regularly asked to help with: Health & Wellbeing, Legal & Civil, Money, Care & Support, Working & Learning and Residency & Visas.

### Role Summary

The Research & Editorial Lead will have impact through the following activities:

- Researching new topics and developing new guides and support materials.
- Providing the Information Service and Advocate Volunteers with guidance on cases where they need additional support
- Maintaining regular contact with the volunteers and advising them of any policy changes, organisational changes etc.
- Liaison with the Digital Communications team to maintain accuracy of Website information

The role is home based working online.

Responsible to the Operations Manager Client Services.

We will provide an initial induction training in the role with ongoing coaching and support.

We would anticipate that the role will be around 4 to 6 hours per week. The role is home based working online.

**What you need to offer:**

	ESSENTIAL	DESIRABLE
Skills	Good interpersonal people skills Strong research and writing skills Able to access and use computer Be fluent in spoken and written English Proficiency in Spanish	Level B2 or higher in Spanish
Experience	None	Experience in a similar role.
Aptitude	Ability to analyse information and data	
Disposition/Personality	Able to work alone. Self motivated but also a team player.	
Special factors relevant to role	PC High speed internet connection required.	

Everyone at Age in Spain must commit to upholding and promoting our values of:

- Inclusion
- Empowerment
- Independence
- Respect for others

**How to Apply**

To apply: Complete the short [online application form](#) and upload your cv or other supporting information. We will get back to you within ten days. We reply to every applicant. Thank you.