



SOFT UK is a UK wide charity that provides information and support to families affected by Trisomy 13, Trisomy 18 and related conditions. We provide support at all stages of a family's journey; expecting a baby, caring for a child, coping with bereavement and beyond.

Our proof-reading team are an absolutely vital element of our work at SOFT UK. We produce written content year-round, on our website, leaflets and information packs. Twice yearly we produce our newsletter, with repeated drafts needing checked. There is no specific time requirement, volunteers give what time they can. However, around newsletter time in July and January, timescales can be tight.

## What we're looking for

- An interest in the work of SOFT UK
- Friendly approachable manner
- Excellent written English
- Ability to work basic computer programmes such as Web Browser, email, Microsoft Word and PDF
- Ability to commit to small pieces of work on a regular basis
- Advanced skills in PDF editing etc are useful but not required.

## What you can gain from this opportunity

- Our volunteers report a huge range of personal benefits, from meeting new people and enjoying using their skills, to feeling fulfilled helping other families
- Volunteering can be a useful addition to CVs, portfolios or helpful experience if you're thinking about a career change.
- Many volunteers choose to benefit from training and development opportunities.

# Proof Reader

## Opportunity details

**Where:** Proof Readers volunteer from home. A device you can read PDFs and Word documents on is required.

**When:** As availability allows.

## Contact Details

**Contact:** Jan Fowler, Chair

**Email:** [jan.fowler@soft.org.uk](mailto:jan.fowler@soft.org.uk)

*'Proof-reading feels like a small job to volunteers, but it's a massive help to staff'*

**Demi**