

Chatterbox Team Leader

Chatterbox is the Norwich Talking Newspaper, a charity that has been producing weekly summaries of the Norwich Evening News for blind and visually impaired listeners every week for over 40 years. The charity is entirely run by volunteers, and many stay for a long time – currently our longest serving volunteer has been with us for 39 years.

There are four production teams, each responsible for producing the newspaper on a Thursday once every four weeks. Each team has a team leader who also edits the week's edition. The four team leaders are automatically invited to Chatterbox committee meetings, which take place once every two months. We will very soon need a new team leader and are looking for either an existing or a new volunteer to take up the role.

Key Responsibilities

The team leader:

- selects articles to be read from the Evening News over the week before the recording
- is “in charge” at the office on the recording day, from around 12.30 a.m. to about 8.00 p.m. (in some cases a “deputy” may take over from about 5 p.m.)
- supervises the work of other volunteers – generally very easy as most are highly experienced
- ensures that the texts (mainly with standard formats) are prepared and ready for the readers
- writes the “headlines” that introduce the most important stories of the week
- assists other volunteers as necessary
- closes the office at the end of the day

There are detailed guides to the roles of editor and team leader and any interested candidate would be introduced to the role and trained as necessary.

If you are interested:

Please contact the Chatterbox Volunteers Officer at maawsa@outlook.com with brief details of your experience and availability. Arrangements would then be made for some or all candidates to visit the Chatterbox office on a Thursday to see the production process and meet some of the other volunteers.

See our website at: www.cbtn.org.uk