

# Job Spec: RVR Newsletter Editor

## Role Description and Responsibilities

### Position Overview

The Newsletter Editor is responsible for compiling, editing, and distributing a regular newsletter that keeps residents informed, engaged, and connected. This voluntary position suits an organised, creative individual with a keen interest in community matters and effective communication.

### Main Duties and Responsibilities

1. Plan, compile, and edit the RVR newsletter on a quarterly basis or as agreed by the committee, ensuring it is visually appealing and easy to read.
2. Liaise with committee members to gather stories, news items, event announcements, and relevant information. Encourage community participation by inviting feedback, suggestions, and contributions for future editions.
3. Write original content and edit contributions for clarity, accuracy, and consistency in style and tone.
4. Arrange for the printing and/or digital distribution of the newsletter to all residents, ensuring timely delivery.
5. Ensure all content is appropriate, inclusive, and upholds the values of the Resident's Association.
6. Maintain and update an archive of past newsletters for reference.

### Details of each item

1. Until now, I have used Microsoft Publisher to produce the newsletter and when it is finished and proof-read, I save the edition as a PDF file. I include pictorial content where relevant or necessary to illustrate specific points - as the newsletter could otherwise be quite boring. Microsoft Publisher will no longer be supported from October 2026, but it should be relatively easy to produce the newsletter using Microsoft Word, or other software of choice which can save the final version as a PDF file.
2. I always solicit input from other committee members and usually include a request for input from residents in the newsletter itself. Other sources are:
  - a. News Shopper, which has an online version one can subscribe to via <https://www.newsshopper.co.uk/contact/faq/digital-subscriptions/>
  - b. Bromley Council newsletter [Signup link](#)
  - c. Bromley Lib Dems newsletter [Signup link](#)
  - d. Labour MP, Liam Conlon's newsletter [Signup link](#)

- e. Bromley Conservatives newsletter [Signup link](#)
- f. Beckenham & Penge Conservative newsletter [Signup link](#)
- g. Bromley Green Party newsletter [Signup link](#)
- h. Bromley Reform Party newsletter [Signup link](#)
- i. Beckenham Place Park website?
- j. Shortlands Residents Association Chair and their website
- k. Neighbourhood Watch
- l. Beckenham Place Park rep

3. I rarely create any original content but sometimes take photographs to illustrate an article or contribution received as a textual story.
4. For the last few years, the printing was arranged via Phillips Duplicators who outsourced the actual printing and binding. Phillip recently retired because of ill health but has provided a new contact who, I believe, uses the same printer. This new contact is Nicky Grant ( [nickygrantdesigns@gmail.com](mailto:nickygrantdesigns@gmail.com) ). She is happy to quote ongoing costs and she has our Treasurer's contact details to which she sends the invoice each time.

When the newsletter is ready, I send Nicky the PDF version, usually via the website [wetransfer.com](#). I am happy to share recent emails I sent to Nicky to specify the requirements for each newsletter.

When I have delivered the PDF to Nicky, I then send it to our webmaster to upload to our website and do a mailshot to our members with the link so that they can download it. When the printed copies of the newsletter are delivered to me, I produce a batch for each of the road reps and deliver them for onward delivery to members. Occasionally, when I cannot deliver the batches to the road reps, I request them to collect them from my home.

Three of the newsletters (Henceforth to be titled Spring, Autumn and Winter) are printed in a quantity equal to the number of members and one newsletter is delivered to each member household by their road rep. There is a slight problem in that the efficient number is 500 which is a few short of those needed. Usually, however, there is a small over-quantity printed so until now there have always been enough copies for all.

The Summer newsletter (typically in July / August) is printed in sufficient numbers to allow delivery to all residents in our catchment area, whether or not they are RVR members. The efficient number is 2000 which is more than required but any spares can be left in the ticket office at Ravensbourne Station in the hope of recruiting new members.

When I deliver the newsletters to the road reps, I always provide a cover note, explaining the delivery requirement, and a list of members in their area, copied from the Master Spreadsheet and edited as necessary. I am happy to provide samples of both those documents. Additionally, for the summer newsletter, I provide a slightly different version of the members list to include a payment record, so that the road rep knows who continues to pay cash for their subscription and can collect it when delivering the newsletter.

5. I usually send the draft newsletter to Chair, Secretary, Planning and Roads officers for proof-reading and comment. I have occasionally been asked to ensure photos I include are free of copyright.
6. All previous newsletters are stored on our website and I have paper copies of all of them which I can pass to whoever takes over.

## Other Tasks

During the recent past, when we have not had a webmaster, I have liaised with the RVR Secretary and upload meeting agendas and minutes to the website. Henceforth I expect the webmaster to take on this task.

## Documents Used

Here is a list of documents I can provide to whoever takes over the role.

- PDF copies of all previous newsletters
- Microsoft Word copies of newsletters for 2014
- Microsoft Publisher copies of newsletters from 2015 onwards
- Template for mailshots and numerous samples
- Copies of all versions of the RVR Constitution
- Copies of Officers' reports for the Annual General Meeting
- Copies of current logo and previous versions
- Copies of emails to and from our printer
- List of current Road Reps with numbers of members and households

## Equipment

I am currently the holder of the audio-visual equipment, viz: screen and projector; loudspeaker and microphones but would like someone else to store these and make them available for RVR meetings as necessary. Occasionally, I have requested, and received, the help of RVR colleagues to ferry the equipment to the meetings.

## Skills and Experience

- Excellent written communication skills and attention to detail.
- Good organisational and time management skills.
- Experience in editing, writing, or publishing (desirable but not essential).
- Basic layout and design skills; familiarity with word processing or desktop publishing software (e.g., Microsoft Word, Publisher, Canva).
- Ability to work independently and as part of a team.
- Discretion and respect for confidentiality when handling sensitive information.
- Ability to use/navigate Excel spreadsheets or Google Sheets in order to extract information as required. Our membership database is held online as a Google Sheets document but can be downloaded in Excel or Sheets format.

## Commitment

The time commitment is flexible and depends on the frequency and extent of the newsletter. The Editor is expected to attend Resident's Association meetings as required and coordinate closely with the committee.

## Benefits

- Opportunity to contribute positively to the local community.
- Develop editorial, communication, and design skills.
- Build local networks and enhance community spirit.

## How to Apply

Interested residents should contact the Ravensbourne Residents Association secretary ([secretary.rvr@outlook.com](mailto:secretary.rvr@outlook.com)), providing a brief statement outlining their interest and any relevant experience.