



Volunteer - Proofreader - Education Content (UK)

Location: Remote, based anywhere

Employment Type: Minimum 6 months commitment

Contract Type: Volunteer

Background

The Breteau Foundation (BF) aims to provide access to quality education for disadvantaged children worldwide. We develop and distribute education content, resources, technology and teacher training to education organizations, schools and alternative learning settings.

As our Foundation is rapidly growing and expanding with new initiatives, our global team is looking for a Volunteer Proofreader, specializing in Education, to assist us with quality assuring our education resources to ensure that the content is accurate and complete.

Key Responsibilities

The Volunteer Proofreader will work closely with our UK team and will be responsible for:

- Proofreading and editing marketing communications and education content prior to sign off of final copy and sign off of final artwork

Qualifications, Skills and Experience

The right candidate will need to be able to demonstrate their experience and skills relating to the responsibilities above. They will also be required to meet the relevant qualifications, skills and experience following:

- Excellent verbal and written skills in English
- Proof reading to a very high standard; education background ideal
- self-starter with minimal supervision
- Preferred but non-essential, experience in non-profit organizations

All volunteers are required to volunteer at the Foundation for a minimum of 3 months and complete a criminal record check. For this position, we are looking for a remote volunteer who can commit to up to 1 day/week.

Please email your CV and cover letter to michelle@breteaufoundation.org