

Role description – PANS PANDAS UK Volunteer Proofreader

Job Title: Volunteer proofreader

Reporting to: Communications and Engagement Officer

Location: Virtual

Hours: Ad hoc hours

Terms: Volunteer



About us

PANS and PANDAS are complex neuro-psychiatric conditions which are frequently misunderstood and misdiagnosed. PANS PANDAS UK are the only charity in the UK working to improve outcomes and ensure brighter futures for people affected by PANS and PANDAS.

We provide support and information to families, and work tirelessly to inform medical practice, raise awareness, engage with medical, social work and educational professionals, and much more.

We are a small team based at home in various UK locations. We keep in touch frequently online and have a warm, supportive and positive culture.

Background:

PANS PANDAS UK is dedicated to supporting families affected by PANS and PANDAS, by improving awareness and providing high-quality written communication and printed resources. As we continue to grow, we must ensure that all our materials are accurate, accessible and consistently represent our brand voice and identity.

Role overview:

Help ensure PANS PANDAS UK communications are clear, accurate and professional by reviewing draft content and providing feedback before publication; please note, we do not endorse the use of AI tools to do this. As part of the volunteer proofreading pool, you will have the opportunity to review a range of communications and help us present information clearly and effectively to our audiences.

Key responsibilities:

- Review draft communications, as requested
- Check spelling, grammar and punctuation
- Identify factual inconsistencies, duplicated wording or formatting issues
- Suggest improvements to clarity and readability
- Consider accessibility and plain English where appropriate
- Provide feedback through comments and track changes in Microsoft Word
- Meet agreed deadlines when you have volunteered to review a document
- Maintain confidentiality regarding unpublished information

What you are NOT expected to do

Your role will NOT include:

- Approving content for publication
- Commenting on format, look or style of documents
- Making final editorial decisions
- Responding on behalf of the charity
- Rewriting entire documents
- Committing to reviewing every proofreading request
- We never use AI tools to create or review content.

Skills and experience:

We are looking for volunteers who:

- Have a good standard of written English
- Have strong attention to detail
- Can spot spelling, grammar and punctuation errors
- Can provide constructive feedback
- Are reliable and able to meet deadlines
- Are comfortable using Microsoft Word and WhatsApp.

Time commitment

This is a flexible, ad hoc volunteering role.

Proofreading requests will be shared through a WhatsApp Announcement Group.

Volunteers can choose which opportunities they wish to respond to, depending on their availability. Most proofreading tasks are expected to take between 5 and 30 minutes

Confidentiality

Volunteer proofreaders may occasionally have access to unpublished or sensitive information. All volunteers must sign and adhere to the charity's confidentiality agreement and follow relevant data protection requirements.

Training and support:

- Full induction and training provided
- Ongoing support from the charity's staff team
- Opportunities for further development and peer networking

Benefits of volunteering:

- Make a meaningful difference in people's lives
- Be part of a supportive and passionate team

If this role sounds like you, then please fill in our [application form](#) to express your interest.

If you have any questions about the role, please contact kathryn.gillett@panspandasuk.org