



VOLUNTEER ROLE DESCRIPTION

ROLE TITLE

Website Assistant

WHAT IS THE ROLE? – WHY DO WE NEED YOU?

We work hard to try and keep our website up to date with new content of all sorts. If we had a volunteer who could take responsibility for doing some of the updates and providing other website help then we could make more effective use of our limited resources.

This is an ongoing requirement but the Commission would happily consider volunteers who can only help for a limited period of time (minimum of 6 months)

ROLE DUTIES – WHAT ACTIVITIES CAN YOU EXPECT TO DO?

- Add new events to the events diary of the website
- Upload and edit 'news' articles to the website
- Amend content on other pages when it starts to go out of date
- Add new content to existing pages
- Help in the development and testing of new website pages and functionality
- Help in the updating and testing of the core website software components

HOW MUCH TIME WILL IT NEED TO DO THE ACTIVITIES?

We estimate this will require a minimum of one hour per week on average. It could be more than this for a volunteer with more time available.

LOCATION

The tasks can be carried out in any location where the volunteer has access to an internet-connected pc.

WHAT SKILLS AND EXPERIENCES DO YOU NEED TO DO THIS ROLE

ESSENTIAL

- Confidence with using web browsers and with MS Word.
- Willingness to learn how to use our Content Management System (Wordpress)
- Attention to detail

HELPFUL

- Some exposure to Wordpress
- Experience of editing documents to make them more interesting to read
- Any experience of web design

TRAINING AND EXPENSES

The Commission will reimburse volunteers for travel expenses incurred when travelling to the Commission's office. Where agreed in advance, other travel expenses related to the volunteer role may be reimbursed.



On acceptance of a Volunteer role the volunteer will be asked to attend an Induction session. As well as addressing specific aspects of the role this will give some background information about the working practices of the Commission and how it relates to the Diocese of Leeds as well as any relevant health and safety information.

Other training may be provided, depending on the nature of the role and the willingness of the volunteer to undertake specific activities if training is required.

BENEFITS TO VOLUNTEER

- The opportunity to put your passion for Social Justice into action
- The opportunity to learn about using the Wordpress Content Management System
- Gain experience in web design
- Gain experience in editing website content
- Gain experience in testing website functionality

APPLICATION PROCEDURE

Fill out a volunteer application form for the role

CONTACT INFORMATION

For further information please contact Joe Burns in the first instance:

Use either

Joe@joeburns.co.uk

Or

jandp@dioceseofleeds.org.uk