



Volunteer Role Description: Website Editor

Role purpose

To join a small team responsible for keeping our website fresh and up to date with high quality, engaging content.

Tasks

- Writing and publishing new content in adherence with our Website Style Guidelines and website structure
- reviewing draft content written by others to make sure it is appropriate, clear, and well written and that it adheres to our Website Style Guidelines
- Manipulating images (editing image size, cropping, finding free stock images etc) so that they have maximum impact and are in keeping with the website style
- Providing helpful feedback to content drafters
- Looking out for topics for new website content
- Proactively keeping an eye on the website, updating or removing outdated content and keeping it looking fresh

What you need to begin the role

- Excellent written English
- An awareness of the characteristics of effective web content
- Current awareness of topics that affect our clients and will be of interest to our site visitors
- Ability to edit images
- Preferably some experience of updating & configuring Drupal websites

What you can gain from the role

- Learning to use and edit a Drupal website
- How to promote a charity's key messages to a variety of audiences.
- Learning to write engaging content
- The basics about the UK asylum system, and the experiences of people whose asylum claims have been refused.

Essential Training Provided

- Intro to ASSIST
- Confidentiality and Data Protection

Time commitment: Half a day per week

Volunteering days / time: Flexible

Resources: We cover travel expenses and other ad-hoc essential costs related to your volunteer role.

Location: Home, or at the ASSIST Office at Victoria Hall Methodist Church, Norfolk St, Sheffield S1 2JB. You will need to be in the office for the induction training and initial shadowing period.

ASSIST team: This role is part of the IT team, managed by the Office Administrator and Operations Manager.

Any Questions?

If you would like a chat about our roles or have questions, contact Leah, our Volunteer and Community Outreach Coordinator:

 07422655683

 volunteer@assistsheffield.org.uk

To apply, head to our website:

<https://www.assistsheffield.org.uk/content/volunteer-us>