



The Well

community church

Website Officer (Voluntary Role)

Description:

Do you have a flair for digital creativity? This could be the project you've been waiting for...

The Well Community Church is looking for someone who is passionate about computers (and gifted in using them) to maintain and develop our website and related publicity online. The person we're seeking will be given training and support by a member of the Staff Team. They will be responsible for managing the presentation of content on our website, www.thewellcc.org.uk, a task which they will be able to do in their own time, using their own computer.

This voluntary role could be ideal for a young person who wants to make a really valuable contribution to the life and workings of The Well, whilst developing their IT skills and gaining experience that will impress future employers.

Time commitment:

Roughly 3 hours per week (fewer once you've got the hang of it)

September 2018 - September 2019

Responsibilities:

- Manage the website's pages and posts, keeping them up to date (this may mean adding or removing pages, posts, and events)
- Keep software up-to-date
- Manage the website's user accounts
- Respond to problems with the website

Desired Experience:

A working knowledge of WordPress would be very useful.

To Apply:

Send an email to admin@thewellcc.org.uk explaining why you would like to volunteer for the role and what relevant experience you have in around 300 words.