

Website Support Volunteer

About the role

Healthwatch Tower Hamlets is an independent organisation set up to champion the views of health and social care service users. It strives to make sure that health and social care services are meeting local needs and to ensure that the public's voice is heard regarding how local services are run.

Our website forms a key part of our work enabling us to engage people, prompt them to share their experiences with us, provide them with information and signposting, share important local health and social care news and showcase our studies and reports, detailing how we use their voices to help shape and improve health and care services.

This role will focus on supporting the ongoing updates and development of our website as a key platform for the service.

Tasks

- Creating original news stories and copying content for news stories
- Reviewing key partner websites for relevant news items to utilise
- Updating website content/pages
- Uploading reports, graphics etc to create engaging and visually pleasing content highlighting our work and service
- Aligning social media content with website content
- To identify, investigate and resolve technical issues, including liaising with Healthwatch England and our IT provider
- Participating in Healthwatch England's website group
- Updating website, a minimum of 3x a week with new content.

Time commitment

- We ask volunteers to support for a minimum of 4 hours per week for a 3-month period

Travel commitment

- For the most part, this role does not require travel, although occasional visits to the office may be necessary/required by your line manager.

Is this role right for me?

What we are looking for:

- Experience in working with content management systems (CMS), preferably Drupal
- Sufficient understanding of how websites work, and the terms used to engage in meaningful dialogue with website hosts/providers on technical issues
- Experience working within visual identity guidelines
- An appreciation of graphic design/layout, and ability/skills to source and manipulate images as required
- Likely to have access to computer equipment and internet access

To make an application or for more information please contact the Volunteers team on 07944391223 or by email vip@yvhsc.org.uk