

Volunteer role guideline



Warwickshire
Wildlife Trust

Role title: Marketing and Communications Website Volunteer.

Purpose of your role: to support and assist with website page building, performing routine updates to our website layouts as instructed by our Marketing and Communications team. This may include building new pages with particular care when necessary, in order to keep the organisation's brand identity intact.

Tasks you will be involved with:

- Working with the content management systems, an application that is used to manage content, allowing multiple contributors to create, edit and publish.
- Building web pages from software where users create, manage and modify content on a website. All data will be supplied by our Marketing and Communications team.
- Creating page layouts inline with the WKWT company branding policy.
- Page layouts including font, text size and colours as directed by our Marketing and Communications team.
- Test website pages to ensure they are working correctly.
- Reviewing website navigation and usability.

Skills and abilities required:

- Own access to the internet and a PC/laptop (if carrying out tasks from a home location).
- Good communication and team working skills with a willingness to learn.
- Attention to detail, and creativity with a high degree of accuracy.
- Understanding of graphic design fundamentals.
- Good understanding or interest in both web development and design practices.
- Working knowledge of Microsoft Office, (Word, Excel, PowerPoint)

You will be based at: Brandon Marsh Nature Centre or after a successful induction period (1 month) your home location.

Days and time we would like you to be available: Flexible, between 4-7 hours each week, times to suit you, if undertaking this role from home. If working from an office at Brandon Marsh Nature Centre, hours will be between 10am and 3pm, weekdays only.

Benefits to you:

- Learn more about web page building.
- Learn more about web page coding and design.
- Learn more about wildlife and modern conservation initiatives.
- Meet like-minded people and be part of a team. #TeamWilder!

Website training will be provided.

Your staff contact: Digital Marketing Officer.

