

Sustainable Hackney

Website Officer Role



Sustainable Hackney is seeking a volunteer Website Officer to join our Steering Group. This is an exciting opportunity to play a key role in our organisation as part of our communications team and make a contribution to sustainability.

The Website Officer supports the Steering Group, and contributes to the development of our network of supporters by:

- Encouraging use of our website for networking and communications.
- Managing and updating content on our web platform.
- Managing and updating the appearance and design of the website.
- Managing our web members and updating our newsletter list.
- Supporting the Steering Group to use the website and manage online tools.
- Supporting the social media team with Facebook and Twitter.
- Taking a lead on data protection.
- Supporting users of hosted pages.
- Administering our web hosting account.

The Steering Group meets monthly and it will be ideal if the Website Officer can attend the majority of meetings. The overall time commitment is 1-2 days per month, but this is very flexible.

Training can be given by the current post-holder who will remain available to support and handover the role.

This is an ideal opportunity for someone who has some website experience who wants to develop their skills and gain experience of the role communications can play in the development of a small organisation.

You will want to get to know us first: we are happy to meet you informally, and you are welcome to come along to one of our meetings to see how we work. We look forward to hearing from you. Contact James on info@sustainablehackney.org.uk

25/04/2018