

Volunteer Role: Website support

Project: Feniks (various projects)

Support Person	Gosia Kowalewska, Volunteer Coordinator/Community Development Worker
Role Purpose	The purpose of the Website Support role is to update Feniks website (http://www.feniks.org.uk/) according to Feniks's needs.
Specific Tasks (Some or all of them - to be agreed)	<ul style="list-style-type: none"> ● Making sure the system and plugins are up to date ● Troubleshooting ● Content update ● Website Positioning - SEO ● Google Adwords
Skills and Qualities Needed	General website support skills, Wordpress esp.
Commitment	1 hour a week on average according to Feniks's needs
Support and Training	<p>The volunteer will go through the induction process to get to know the organization.</p> <p>The volunteer will receive a specific introduction to the tasks related to the role.</p> <p>All our volunteers receive supervision and are offered various training opportunities related to their role or our projects in general.</p> <p>There are also volunteers meetings which help to get to know other volunteers.</p>

Expectations of Feniks' volunteer	<ul style="list-style-type: none"> ● Commitment to the role ● Confidentiality ● Following Feniks's policies ● Commitment to attend volunteer meetings
Location and time of volunteering	<p>Tasks might be performed online or in Feniks office (151 London Road, Edinburgh EH6 7AE UK) on time arranged with the volunteer coordinator.</p>
How to apply	<p>Please send an email to gosa.kowalewska@feniks.org.uk. Tell us a bit about yourself and why are you interested in the role.</p>

Task Description Updated: 12th of August 2019