Website Working Group Volunteer

Role Description

Role: **Website Working Group Volunteer**

Location: **Any Location**

Commitment: Approx. 2 hours per meeting – online – every 1-2 months
plus possible time for tasks between meetings

Duration: **No fixed term**

This is an ideal role for anyone who has an interest in and knowledge of website development, IT skills, communication skills and/or marketing.

Previous volunteers have said they took on the role to 'give something back' after WAY has helped them so much. This is what WAY is all about – members coming together to offer their skills for the good of the charity.

Ideally, volunteers will have a knowledge of the current WAY website and its functionality and be open to discussing and investigating ways to develop this further.

Key Tasks

- Regularly attend meetings – these tend to be weekday evenings and last approximately 2 hours every 6-8 weeks.
- Contribute to discussions during the meetings
- Be willing to contribute some time to follow-up tasks resulting from meetings
- Keep up to date with WAY Widowed and Young events and news to enable you to respond to queries effectively.

Relevant Skills, Competencies and Expectations

You must:

- be a current member of WAY
- have access to the internet
- have a sound understanding of IT skills
- have a good knowledge of the WAY website
- have an understanding of the functions of WAY Widowed and Young.
- be able to communicate effectively and feel comfortable participating in online meetings

- have a duty of confidentiality to WAY in line with our policies and procedures.
- have an understanding of the functions of WAY Widowed and Young.
- advise us with as much notice as possible if you do not wish to continue in the role so that alternative provision can be made.
- be willing to offer help and information to members
- have a duty of confidentiality to WAY in line with our policies and procedures.
- have an understanding of the functions of WAY Widowed and Young.
- advise us with as much notice as possible if you do not wish to continue in the role so that alternative provision can be made.

What WAY will do:

- provide all necessary information, support and guidance to enable you to fulfil the role effectively and confidently.
- send timely notification and links for meetings
- have a website area for volunteers where key information can be found
- provide regular WAY updates to all volunteers.
- provide training and support for any aspect of the role which you are unsure about.
- value the opinions of our volunteers and will be committed to developing consultation and representational procedures to ensure our services meet members' needs.

Benefits of Volunteering

- The opportunity to use your skills and experience to contribute to the success of WAY Widowed and Young.
- The opportunity to meet new people and develop a Social Network within your local area.
- References to add to your CV.
- Increase your confidence and gain new skills.

Most importantly, you will be valued member of the WAY team, helping to support our local members to get the most they can out of WAY.

For further information please contact:

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