

Skills and experience needed to be a Website Content Volunteer	
Areas	What you will need to be able to do
Knowledge & Experience	<ul style="list-style-type: none"> • Experience in writing/editing/optimising existing and new website content • Experience of Kentico web content management system (CMS) • Knowledge of HTML and web publishing would be an advantage
Skills	<ul style="list-style-type: none"> • Logical and Analytical • IT literacy: skills in good use of English including online content • Self-motivated with attention to details (proof reading online webpages, spot and correct errors) • Excellent communication skills • Organised and Reliable
Training	<ul style="list-style-type: none"> • Standard volunteers training and organisational induction will be offered. • Some support for external specific training may be negotiated
Availability	<ul style="list-style-type: none"> • We envisage this role requires a commitment of approximately 4 – 8 hours a week, however we will work flexibly with you. • Our standard office hours are Monday to Friday, 9am – 5pm