

## Thank you for your interest in becoming a Volunteer Website Content Manager!

Here is a little more information to give you a clear understanding of the role and us:

### Who Are Norwich and Central Norfolk Mind?

We are one of the leading mental health charities working here in Norfolk. Our main role is to reduce the stigma associated with mental health, promote wellness and recovery and support those experiencing mental health problems. We also work to provide support for those who are in a caring or supporting role. Working across central Norfolk, we have over 150 members of staff and volunteers all of whom need appropriate IT support to ensure they can work effectively.

### What will the Volunteer Website Content Manager do?

You will be managing our website, ensuring that content is well-structured and easy to find. You will manage web pages, images, videos, blog posts, and guest articles and occasionally social media and marketing copy. Requests to update and change website information will come from managers and senior managers and you will ensure that website content adheres to the Norwich and Central Norfolk Mind branding requirements – training will be given to support you.

Activities you may expect to get involved with include:

- Supporting staff to create posts and adverts to be uploaded to the website.
- Handling requests from bloggers and liaising with the individuals concerned to keep the updated about their posts.
- Managing the website on a regular basis to ensure it is up to date and relevant
- Uploading and amending information provided to you via the Management and senior management team at NCNM
- Development of the website and NCNM on-line presence
- Social media and marketing support (e.g. branding templates)

This is a great opportunity for someone who has recently qualified and who would like to gain valuable experience and demonstrate responsibility which will strengthen your CV and provide invaluable support to a local charity.

"Volunteering at Mind gave me the experience and confidence I needed to move forward and really helped when I applied for work. They're a lovely bunch of people and I'm going to stay in touch!" – Will a previous IT volunteer