

Task description for volunteer July 2018



Devon Wildlife Trust

Opportunity: Website volunteer

What the task involves:
Devon Wildlife Trust recently launched a new website and the communications team are looking for a reliable volunteer to help iron out any issues and help develop the site on an ongoing basis. The website can be found at: www.devonwildlifetrust.org
Main tasks include:
<ul style="list-style-type: none">• General website maintenance• Ensure all pages include relevant links to species, habitats and nature reserve pages• Check that general links are working from the DWT website• Proof the pages to check for any old information or spelling mistakes• Help us to add locations (e.g. nature reserves) to Google to ensure our map components work• Using the new components of our site, make nature reserves and events pages more attractive and content rich
Volunteers will be given full training to do all of the above.
Purpose:
Our new website has the potential to be and do so much more than it currently is/does, but sadly we don't have the time to give it the attention it deserves! This role will be incredibly helpful to the communications team and Devon Wildlife Trust as a whole, because the website is often the first contact we get with the public, so we need to make the right impression. It's an invaluable tool for communicating with the public and providing a source of wildlife information for Devon.
Skills and abilities
<ul style="list-style-type: none">• Computer literate• Experience of using websites• Methodical and accurate approach• Proof-reading• Training will be provided on how to update the website
Where:
DWT's Headquarters - Cricklepit Mill, Commercial road, Exeter EX2 4AB
When and how often:
Hours are flexible. Preferably half day per week between 9am-5pm Mondays - Fridays
Who is the supervisor:
Rosie Govier - Communications Assistant
Expenses/equipment available:
Travel expenses
Health and Safety/ Risk Assessment

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Main areas to consider are:

- Stiffness from sitting at a desk for long time. Make sure volunteer gets up and moves around occasionally
- Sore eyes and headache from staring at the computer screen too long. Take breaks from looking at the computer screen

Refer to Cricklepit Mill Risk Assessment for other issues

[..\..\..\Business Support\Health & Safety\Risk Assessment\Cricklepit Mill\Cricklepit Mill Risk Assessment 2011.doc](#)

What's in it for the volunteer?

This role will enable the volunteer to learn more about Devon Wildlife Trust's work and develop new website skills.

How to apply

Contact Rosie Govier, Communications Assistant, to arrange a meeting

Tel 01392 260863

Email rgovier@devonwildlifetrust.org

Task start date: ASAP

Task review date: 1 month

Task end date: Ongoing