

Website Manager - Volunteer

Introduction

The RSPCA Buckinghamshire South are looking for a motivated VOLUNTEER to look after the upkeep and maintenance of their website. This is to replace the current website manager, who is leaving after several years of impeccable service.

Background

The RSPCA Buckinghamshire South is a separately registered charity from the main RSPCA and operates at a local level to support animal welfare in south Buckinghamshire.

The charity rehabilitates and rehomes animals taken in through our fostering facilities, supports microchipping, neutering and subsidised animal treatments for those in financial hardship, as well as offering education and advice.

The charity raises the majority of its funds locally through donations from members of the public and our retail operations located in Chesham, Princes Risborough, and Burnham selling donated goods.

The governing body of the charity is made up of volunteers, performing the role of trustees. The operational delivery of the charity is performed with a blend of voluntary and paid employees.

All individuals perform the role of ambassadors of the RSPCA Buckinghamshire South charity.

Job Purpose

The website, which has only recently undergone a full refresh, is used to inform people on who we are, provide information on animal welfare activity, fundraising by way of donations and animals which are available for rehoming or who are lost.

The website manager will be responsible for the upkeep of the charities website by making changes as directed by the trustees, ensuring the integrity by applying security controls and updates, and optimising key wording to maximise our search engine optimisation.

The role is not heavily demanding, yet we would expect a commitment from the right individual to check their emails once a day and to provide a weekly check over of the website.

Key Responsibilities

- Weekly maintenance and upkeep of the website.
- Ensure the integrity and security of the website by applying and updating necessary security controls.
- Carrying out administrative changes, such as editing text, and pictures.
- Be the main point of contact for website maintenance enquiries from the trustees.
- Compliance of relevant legislation, regulations, and policies.

Key Requirements

- At least 2 years' experience of maintaining a website
- Experience of working with WordPress
- Sympathy for animal welfare and the work of the RSPCA.
- Analytical with a good attention to detail.
- Able to work with minimal supervision.
- A flexible and can-do attitude.
- Must live within south Buckinghamshire, UK.
- A commitment to check emails once a day and undertake a weekly audit of the website.

Rewards

Working within the RSPCA Buckinghamshire South is rewarding in many ways. Knowing that the role you perform goes towards supporting our charity vision and mission of providing high levels of animal welfare services and educational products and making a difference to the lives of animals (primarily dogs, cats and other small animals) that we care for.

Volunteering for a charity is a great way to gain experience, learn new ideas and play a role in the local community.

How to apply

Please send a CV with cover note to recruitment@rspca-southbucks.org.uk