

## Email and Website Admin Volunteer

### Role Description

#### Purpose

To serve the steering group by monitoring email, making edits to website and sending out emails.

#### Reports to

Chair of steering group.

#### Responsibilities

- Email (Gmail)
  - Monitor [info@lovesouthampton.org.uk](mailto:info@lovesouthampton.org.uk) and answer simple queries or forward to relevant member of steering group
- Prompting for information
  - Solicit content for newsletters/website from group leaders by email on a monthly basis
- Website (Wordpress)
  - Maintain up to date information about Love Southampton events using info supplied by steering group. This means creating news pages for events and linking to them from the front page.
  - Updating main page content for each group from time to time.
- Newsletters (Mailchimp)
  - Prepare email newsletters with content supplied by groups

#### Time commitment

Ideally you will need to set aside time to check [info@lovesouthampton.org.uk](mailto:info@lovesouthampton.org.uk) every few days. You will email the 8 Love Southampton group facilitators once per month to ask them for content for the website or for email newsletters. You will then update the website and/or create email newsletters accordingly. There will probably be a maximum of 3 emails per month to send out.

#### Person Specification

You are good with written word skills. You are organised and make sure you remember when things need doing. You can tactfully prompt team members for their input. You are a bit of a web surfer and confident using webmail, doing internet shopping or selling things on eBay.

#### Skill level

If you can do internet shopping, banking or eBay, and you are more than a beginner with word processing, you will be ok. Skill level required:

- intermediate understanding of word processing
- familiarity with web mail
- using web sites that require a log in.

You will be using the following tools - Gmail, Wordpress; Mailchimp. Full training will be given.