**Website Maintenance**

**Charity Admin Support**

Can you support our charity by keeping our website updated and functioning? We are looking for a tech savvy individual who is confident in website design and management. Our website is the first place prospective doners, volunteers and the public make contact with our charity, it is a vital tool that allows us to have the biggest impact in Swindon. We are looking for somebody to help keep it running smoothly.

**ARE YOU** skilled at website management and have a passion for supporting the community through offering your skills in website management? **WE NEED YOU!**

**ARE YOU** looking to gain experience at managing a professional website? **WE NEED YOU!**

**ARE YOU** able to Fix bugs, update content and navigate website management software? **WE NEED YOU!**

**What will a website maintenance volunteer do?**

* Manage the charities website.
* Fix bugs
* Help to upload content
* Regularly check that the website is functioning correctly.
* Take time once a week to check on the website and to make changes if necessary. The charity will work to fit this time around your other commitments.
* Have knowledge of website programming.
* Abide to the charities media and data protection policies.

**The benefits to you?**

* Opportunities to meet new people in your community
* The satisfaction of knowing you will be making a difference to the lives of people seeking sanctuary as part of the Swindon community.
* Reimbursement of volunteer expenses.
* Experience of managing a professional website.

Volunteers will work alongside staff and trustees from Swindon City of Sanctuary. Guidance and support will be offered to all volunteers who take on our website maintenance opportunity.

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->Website

-> Get Involved

-> Volunteer