



WEBSITE MANAGEMENT OFFICER

If you are interested in managing and editing websites, then this role is for you!

THE COMMITMENTS

- A minimum of 1 year.
- A minimum of 1hr/week throughout the year.
- Flexible.

DUTIES

- Work with the Public Engagement team to manage, edit and develop the Life Beacon website.
- Keep the website up to date and continuously think of ways to improve its content and aesthetics.

BENEFITS

- Learn new and enhance existing website management skills.
- Develop and improve organisational and time management skills
- Build relationships with volunteers.
- Enhance your creativity.
- Be able to contribute to the creative direction of an organisations website.

REQUIRED EXPERIENCE/ATTITUDE

- Have basic experience with website management.
- A friendly and enthusiastic attitude.
- Willingness to go above and beyond to produce quality work.
- Have a non-judgemental and approachable attitude.
- Basic time-management and organisational skills.
- An ability to communicate with people from diverse backgrounds.
- Be able to meet deadlines and be reliable.

Make a difference in the life of young people by joining our volunteering programme!

Apply for this role using this link: <https://forms.gle/xb7ViyinappGsn8R8>

VISIT [LIFEBEACON.ORG](https://www.lifebeacon.org) FOR MORE ABOUT THIS PROGRAMME