

INNOVATION FOR INDEPENDENCE

Volunteer Role – Web Editor

TADSA is looking for a volunteer who will maintain the website and update content as required. The role is likely to require, on average, 3-4 hours a fortnight and can be undertaken at the TADSA office at Gilles Plains or the volunteer's home.

The website is built with the WordPress platform using the Impreza theme and Visual Composer page builder. <https://tadsa.org.au/>

Skills required:

- Working knowledge of WordPress
- Ability to re-size images and photos
- Very good written English skills

Tasks to be undertaken include:

- Every 3 months upload quarterly project summaries
- Monthly upload of a blog articles (usually two)
- upload new testimonials as they come to hand
- upload new sponsor logos and remove old ones as required
- replace pictures to keep site fresh
- update NDIS or FAQs as new information comes to hand
- general updates as requested by the TADSA team

The volunteer will be given administrator status on the site and needs to have good judgement if/when a task becomes beyond their skill level and needs to be upgraded to the IT team. The volunteer is not expected to update plug-ins, create back-ups or trouble-shoot hosting issues. The site is under a service agreement with a professional company and these tasks are undertaken by them.

The volunteer will be given training and ongoing support which includes face-to-face, documentation, video and phone training. It is expected the volunteer will be able to commit to a long-term volunteer role with the organisation.

Contact:

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