

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. The work can be undertaken at the TADSA office at Gilles Plains or a mix of the TADSA office and 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
- Good written English skills

Training will be provided in WordPress if the volunteer does not have these skills. However, good computer skills is a minimum and a basic knowledge of image software would be advantageous.

Tasks to be undertaken include:

- Every 3 months upload quarterly project summaries
- Monthly upload of a blog article (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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