Web Editor Volunteer Role Description

Are you passionate about changing the way we treat animals? Do you want to help reduce damage to our environment? Do you want to get people to enjoy healthy vegan food that looks good and tastes great?

The Vegan Society makes veganism more accessible and an easily adopted approach by supporting individuals, policy and decision makers, caterers, manufacturers, health care professionals and the media.

Why do we need you?

Our website covers a huge range of topics, aimed to support people in going, and staying, vegan. Keeping all of these up to date takes a lot of hours and many hands, especially when it comes to pages that need regular updates involving sourcing and editing images. The events listing on our website is a service we have offered to event organisers for a long time, in order to inform website visitors of events happening across the UK, and increasingly internationally. Ensuring the listings are up to date and being updated in good time is a rolling task which needs regular attention, which is where you come in!

What does the role involve?

Event organisers can get their event listed by sending us key information and a listing image. This role involves editing those images and listing them alongside the event details in a format that is set by the website. This would all happen in software we provide. Our website CMS is called Drupal, so you’d become familiar with this. You’d also be able to get involved with doing small updates to other web pages once you’re comfortable with the tasks, and this can also develop onto checking new webpages and working with staff to test the website. There is also the potential for this role to develop to work closely with the Web and Digital Marketing Officer to develop new formats on the website, creating new pieces of code and learning more in detail about the website itself.

What training and development is available?

Like all office volunteering roles, there will be a full induction to the office environment to ensure your health and safety needs are met. Each task will be introduced in a phased way, with a full induction and training session on each area. You would always be under the supervision of a member of staff, and they will be available for any support at any time. We can and will provide specific training for specific areas, on the basis of your existing experience. There are opportunities for all of our roles to evolve and develop to take on more responsibility, including wider website editing and communicating directly with external partners.

What skills would be useful in doing this role?

- Familiarity with content management systems such as WordPress or Drupal would be an ideal foundation for this role
- Experience with web editing
- Ability to use digital systems and processes

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• Knowledge and experience of image editing to specific dimensions
• Ability to work independently if required
• Willingness to learn and develop in the role

What does my availability have to be?

For office volunteering, we expect 4 hours a week on any day, either from 10-2, or 12-4.

Who does this role report to?

Supporter Services Coordinator and Web and Digital Marketing Officer

Who can I contact to find out more?

You can contact Kaya (Supporter Services Coordinator) and Adam (Web and Digital Marketing Officer) on volunteer@vegansociety.com. You can also call on 0121 523 1730.