



Sustainable Hackney

Volunteer role description

General Information

Role title:	Online coordinator (voluntary)
Hours:	4-6 hours per week (flexible to suit)
Responsible to:	Website coordinator
Accountable to:	Sustainable Hackney Steering Group.

Summary

Support the Sustainable Hackney website coordinator and Steering Group in managing online activities in support of our aims and objectives.

Duties

- Attending monthly Steering Group meetings.
- Weekly updates to the homepage of the website.
- Using "featuring" tools on the website to highlight user content as appropriate.
- Supporting work stream leads in maintaining the work stream pages.
- Updating our Twitter feed in line with the social media guidelines.
- Interacting with website users online to stimulate participation and discussion.
- Responding to emails appropriately by replying or forwarding to Steering group.
- Updating the mailing list to include new subscribers.
- Preparing a monthly newsletter using Mailchimp.
- Developing our presence on Facebook.
- Supporting website coordinator in other updates to the website as needed.

Person Specification

- Ability to commit to the role for a minimum of six months.
- Ability to work flexible hours including occasional evening meetings.
- Ability to work on own initiative within guidelines.
- Some experience of managing a website (training will be given).
- Knowledge of Twitter and Mailchimp (training will be given).
- A good understanding of and a personal commitment to sustainability.
- An ability to communicate effectively in writing online.
- Links with and an understanding of local organisations an advantage.
- Some knowledge of HTML an advantage.

What we can offer

- Training (Ning, Twitter, Mailchimp).
- Out of pocket expenses (eg travel).
- Opportunity to develop skills.
- Involvement in a thriving community organisation.