



Nowthen.org Volunteer

Office:	Morley
Role Type:	Remote
No of roles:	up to 2
Commitment:	Flexible - minimum 4 hours a week
Duration:	long term opportunity
Responsible to:	Head of Audience Engagement and Learning

Purpose

To support the online presence of the Education and Outreach team at WYAS by maintaining and developing the website www.nowthen.org. The main function of the role will be to maintain the website through our Contents Management System and research and develop new content to raise the profile of the site.

What's involved

nowthen.org is the community collections and resource hub for the West Yorkshire Archive Service. The site has recently been re-launched with new interactive features and the project team is hoping to both maintain the loyalty of current users and develop new audiences by raising the websites profile. The volunteer post will primarily involve making sure that web copy is up to date and relevant, reviewing current content, researching the content of articles, promoting the website by developing links with other web resources and ensuring we are optimising our resources to raise our profile. Initially there will also be a small project of reviewing and ordering some content of the site since its redesign.

The volunteer will;

- *Edit web copy and content through out Content Management System (CMS)*
- *Work in collaboration with Archive Service Staff to plan for promotion and additional content.*
- *Update news articles online*
- *Use the CMS to optimise search engine results*
- *Encourage uptake of our network by community groups*
- *Have the opportunity to develop your own project within the remits of the services aims for the site.*

What's required

Enthusiasm and an interest in audience engagement and community heritage would be advantageous. Some knowledge of internet tools and experience of using a CMS would be useful but not necessary as full training will be provided. An interest in the potential of web technologies for community heritage and a desire to learn new applied skills will also be helpful for this role. You will need to make a commitment of one day a week for a minimum of three months and there will be the possibility of remote working if this is appropriate.

What's In It For You:

You will be given the opportunity to be part of the Education and Outreach team at the West Yorkshire Archive Service and gain important insight into how the organisation works. You will have the chance to gain important and useful skills in the increasingly relevant skill area of

web engagement and web editing. Training in web skills and use of our CMS, basic keyboard and data entry will all be provided in house.

Person Specification

	Essential	Desirable
Knowledge		<p>Understanding of Archives and/or the Heritage Sector</p> <p>Understanding of community collections and community engagement.</p>
Skills	<p>Basic IT and web skills.</p> <p>Ability to work on own initiatives.</p> <p>Ability to work as part of a team.</p>	<p>CMS experience.</p> <p>Knowledge of social media platforms.</p> <p>Understanding Search Engine Optimisation (SEO)</p>
Other	<p>Enthusiasm for the community archive engagement.</p> <p>Reliability.</p>	<p>Experience of similar work.</p> <p>Knowledge or experience of work in the heritage sector.</p>