

Job Description

Web Content Editor (Volunteer)

Are you passionate about online marketing and want to make a difference?

PSG is an established charity with over 18 years specialist experience in supporting parents and carers experiencing challenges with young people.

An exciting volunteer opportunity has arisen for a Web Content Editor to join our team

The Role

- Responsible for managing and editing web pages with the ultimate aim being to raise the profile of PSG
- Setting up online tools e.g. free platforms i.e. forums, e-commerce, donations
- Producing reports on metrics and suggesting ways to improve
- Demonstrate an interest in the latest trends in online content

Skills/Experience:

- Essential: Dreamweaver / HTML / Google Analytics / SEO-Keyword Analysis /Link Building
- Good copywriting skills and ability to produce good editorial content
- A team player who is able to work closely with other digital marketing team members
- Creative with strong Project Management skills
- Ability to do recordings/editing audio-visual content i.e. YouTube, MP3 records is preferable but not essential
- Can act on own initiative, be reliable, organised and have good attention to detail
- Ability to use Skype

PSG is expanding which means there will be lots of opportunity to share ideas, develop your skills and boost your CV.

Remote Working: Flexibility to work from PSG offices or from home. Hours to suit

Time Commitment: Flexible – approx. Up to 6 months and could be ongoing.

Working Time: From 1-2 hours per week or more depending on availability

If you are sharp and committed, please send your CV and a covering letter to Anne Williams anne@psg.org.uk explaining why you want to volunteer with PSG and what you would like to gain from the experience.