



Web Content Management Volunteer

Role Overview

Our new website is complete now. It needs one thing – content. We are looking for a dedicated Web Content Management Volunteer to be responsible for producing and uploading content and copy to the charity website and intranet, including news articles, blogs and website listings. The content has already been produced however, you may be asked to look for more or reproduce it.

Purpose of role

The Web Content Management Volunteer ensures that the content of a website is well-structured and easy to find and that it meets the needs of its users by covering all necessary topics and being up to date and accurate. The content you'll manage can include web pages, images, videos, blog posts, guest articles, reviews and occasionally social media and marketing copy.

Duties and Responsibilities

- Developing and uploading new web content and specifically on the following:
 - Homepage – ensuring that the homepage is catchy and is the window of the site
 - About Us – uploading content about governance, management, people, etc
 - Health Topics – health topics such as malaria, diabetes, tuberculosis, etc
 - Countries – uploading content of all African countries and partners abroad
 - Programmes – such as Preventing Mother-to-Child HIV Transmission, etc
 - Publications – such as strategic plan, strategies, plans, books, journals, etc
 - Data – uploading content such as mortality, morbidity, socioeconomic indicators, etc
 - News – gather latest news and upload on the website
 - Donate – ensure the donation page has content and complies with regulations.
- Sourcing and production of news, blogs, website listings
- Managing and optimizing website content according SEO needs
- Liaising with the CEO to produce correct content standards
- Creating and implementing best practice guidelines for web writing

Skills / Attributes Required

- Studying or completed a degree in Computer Science, Journalism, Marketing or relevant field
- Experience in writing/editing/optimizing existing and new website content
- Creative, talented with a passion for writing
- Basic understanding of HTML and web publishing
- Basic understanding of on-page SEO and web traffic metrics
- Experience of web content management systems (CMS)
- Understanding of how to derive content value and generate leads
- Strong organisation and interpersonal skills
- Excellent writing expertise

How to apply

To apply, Send CV and Covering Letter to Graciano Masauso, Founder, Africa Health Organisation (AHO), Henderson Business Centre, 51 Ivy Road, Norwich, NR5 8BF, email: masausog@aho.org.uk,