

Online Communications Volunteer

 @pennywiseadvice  Pennywise Project
www.pennywise.org.uk



Pennywise is a Big Lottery funded charity which aims to build people's confidence around money management. Through one-on-one support, workshops and events, Pennywise gives people the tools to take control of their finances.

We're looking for a volunteer to support Pennywise to manage our website and online presence.

What will you be doing?

- Maintaining the Pennywise Wordpress website.
- Working with volunteer team to develop new and update existing content to ensure the Pennywise website is an up to date resource for low cost living in Bristol.
- Developing the appearance of the Pennywise website.
- Troubleshooting any technical issues and liaising with external web developers.
- There is scope to extend this role if you wish to take more responsibility for our communications plan as part of a portfolio.

What we're looking for?

- Excellent IT skills and knowledge of Wordpress. Knowledge of HTML is desirable, not essential.
- Enthusiasm and commitment to working with Pennywise.
- Good communication skills, ability to work on own initiative and as part of a team.
- Ideally a commitment of at least one day a week.

Support provided to you:

- Regular supervision meetings.
- Group meetings with other volunteers.
- Comprehensive training and on-going support as required.

What will you get out of being an Online Communications Volunteer?

- Develop your experience of managing a website.
- Evidence of successful website development.
- Improve your employment prospects by gaining new skills and experience.
- A professional reference as appropriate.

Expenses

- We will cover all "out of pocket" expenses in line with Places for People's policy. We cannot provide childcare.

Other relevant information

- We want volunteers who reflect the communities we work in. We welcome applications from all backgrounds.
- We welcome applications from people who have had support from Pennywise

Next steps

Complete the [application form](#) and email it to pennywise@placesforpeople.co.uk

If you would like more information about the role or application process, please contact:

Haylee Cowley, Project Administrator or Charlie Eddisford, Community Engagement Worker

Telephone: 0117 970 4548