



## **WordPress Volunteer Job Description - July 2021**

**Job Title:** WordPress Communications Volunteer

**Location:** Homebased and/or Temwa Office, Bristol

**Start Date:** ASAP

**Duration of work:** Part time - 1 day a week

### **About Temwa**

Our goal at Temwa is to harness the power of bringing communities together. We partner with communities in Malawi, empowering local people to end poverty and transform their own futures. We inspire local communities in the UK to help bring about this change - when communities come together. *Temwa* means 'love, within a community,' in the language of Tumbuka. We are a Bristol based charity committed to empowering remote African communities to end poverty and transform their own futures.

We know that without the central involvement of the communities in a project we cannot make lasting change. Temwa draws on 18 years working with remote communities in Malawi to understand that many of the challenges faced by poor rural communities are linked and mutually reinforcing. To make a lasting change, we partner with the communities and work with local governance structures to tackle the various causes of poverty simultaneously, not just the symptoms of it.

We have a highly skilled team of over 25 employees in Malawi implementing this work, based out of two offices in the Northern Region. Our UK office, based in Bristol, comprises of a small fundraising and operations team of seven staff (all of which are part time,) and a wider family of volunteers and supporters, committed to achieving this goal.

### **Volunteer Role overview:**

We are looking for a highly motivated and committed volunteer, with a passion for international development, to support us in developing and updating the Temwa website which is run on WordPress.

This role will provide a great opportunity for someone hoping to gain experience in the charity sector as well as experience in website development for their portfolio, whilst supporting the advancement of the charitable work of Temwa through an improved website to help generate funds.

### **Main Duties (under the direction of the Fundraising & Communications Manager and Communications Officer)**

- Help build and grow a leading brand, working collaboratively with the Fundraising and Comms Team as well as executing your own visions independently
- Assisting with the creation of different web pages and uploading large files onto the Temwa website.
- Compiling and inputting data onto WordPress
- Assisting with the revamping of the website and creating new content
- Adding new plugins where appropriate

## **Do you have the skills we're looking for?**

### **Essential**

- Advanced understanding and experience of WordPress
- Excellent attention to detail
- Good written and verbal communication skills
- Excellent collaboration skills
- Strong organisational and process management skills and have an eye for detail
- Ability to meet deadlines
- Flexible self-starter who eagerly seeks new avenues for growth and pipeline development
- Ability to work flexibly in a team with enthusiasm and commitment
- Interest in Temwa's aims and objectives

### **Desirable**

- Experience of working or volunteering with NGOs or charities
- Experience of working on charity or NGO website's

If you'd like to apply, please send your CV and a cover letter outlining what you can bring to the role to the Communications Officer [anna.self@temwa.org](mailto:anna.self@temwa.org)

Applications close 20<sup>th</sup> August at 9am, although it will close earlier if a suitable candidate is confirmed.

**We look forward to receiving your application!**