

Volunteer Role Profile

Volunteer Role	Surrey Area Website Officer
Volunteer Manager	Area Chair
Where you will be based	Home

Why we want you

The internet is now the most used medium for finding out up to date information and Ramblers makes use of this in our individual Group websites. This is where walks are loaded for the entire country and where Groups will find their local walks. The Area Website brings the walk information for local groups together, ensuring that anyone searching for Ramblers walks in the entire Surrey county can find that information in one place. This role is important to ensure details are attractive and accurately presented and to consistently aim to look for ways to improve and swiftly find what is needed.

What you will be doing

- Keep the Surrey Area website up to date, uploading documents such as SE Walker to enable swift and easy access to digital documents.
- Maintain email forwarders for Area roles in Surrey Area and look after the Groups.io system
- Monitor received emails and distribute emails that may need to be manually forwarded
- Update member forwarders after AGMS following changes to roles within groups and Area
- Keep up to date with technology changes and maintain communications with other webmasters in the area. Adjust, amend and update as technologies change

The skills you need

- Confidence using computers and the internet - desirable to have previous knowledge of website software (Joomla 5) although this can be taught
- Good standard of written English
- Friendly and good humoured to support those not so confident with digital tools

What's in it for you

- A role that you can do from home at any time to suit your life
- Enhancing your digital skills or keep on using what you already have
- Good social network of like-minded people who love walking and increasing access to the countryside through digital networks