



## Website Maintenance Volunteer

SisterWood is a local Devon charity running woodland based programmes to create a foundation of mental wellbeing for young women that provides a toolkit for confidence and resilience, so that they can handle whatever life brings. SisterWood operates in the Teign Valley with a catchment of Exeter, East Devon and Teignbridge, within a 30-minute commute of our site at Deer Leap Farm, EX6 7QR.

<b>Volunteer role:</b>	<b>SisterWood website maintenance volunteer</b>
<b>Service:</b>	<b>Keeping the website up to date with up-to-date information</b> Our main programme supports girls and those identifying as female aged 12-16, whose experiences with mental ill health impact their day to day lives. For our term time programme, young people are referred to us through mental health professionals and educators, and we are about to begin after school and weekend programmes to support a wider range of young people. Our website is the main place where people look for information on what we have to offer. It's also a place where we can direct parents looking for additional resources to support their children in times of crises, and so staying on top of this content is a much needed role within the charity. This role ensures information gets published to the website, rather than creating the content itself. This may include publishing a monthly blog around mental wellbeing; uploading video and other content and overseeing website and software updates.
<b>Supported by:</b>	Director/Lead facilitator: Alice Francesca Lloyd
<b>Commitment:</b>	3 hours per month (approximately - this will be reviewed as the role is undertaken)
<b>Requirements:</b>	Experience and confidence in using digital tools Ability to identify and troubleshoot technical issues An understanding of Wordpress
<b>Role purpose:</b>	Maintain and support website content

### Personal qualities and experience

SisterWood volunteers are friendly and kind. Volunteers must be willing to undertake a DBS (background) check. They demonstrate strong listening and empathic skills and take an important role in building a supportive community for the young people, parents and referrers who visit the SisterWood website. Some experience of mental health can be useful, though not essential, and SisterWood volunteers understand that everybody has a part to play in supporting the growth and development of our young people.



A willingness to be reliable is key, keeping communication open and honest with the Director. Volunteers must be willing to work within guidelines and always follow confidentiality and safeguarding policies.

### **Tasks and activities**

- Upload website content.
- Identify and troubleshoot any software issues.
- Ensure website functionality and perform software updates.
- Highlighting any issues to the Director.

### **In return, as a SisterWood Volunteer, you will have the opportunity to:**

- Take part in our SisterWood Community Days and monthly gatherings in the woods, developing positive connections within your community.
- Undertake training on mental wellbeing, safeguarding and working with young people.
- Learn about ways to support young people's mental wellbeing.
- Be part of a friendly team and a supportive community.

## **Volunteer Agreement**

### **We ask you to:**

- Work within the parameters of your volunteer role description.
- Maintain the commitment you choose to make.
- Undertake training and updates as necessary.
- Keep appointments and complete relevant paperwork.
- Keep us informed if your circumstances change.
- Inform us immediately of any new criminal convictions.
- Keep to the SisterWood policies regarding confidentiality; safeguarding and data protection (these will be included as part of the volunteer handbook and summarised in the induction prior to the start of your role)
- Follow all SisterWood risk assessments.
- Promote the work of SisterWood in your local community.
- Feel able to tell us if you are dissatisfied in any way, or if there are improvements we can make.
- Keep to all other SisterWood policies and procedures, summarised in the volunteer handbook and available in full on request or via the website.

**Please sign below to confirm that you have read and understood the above and return to [fran@sisterwood.org](mailto:fran@sisterwood.org) with a brief message as your application for this post. You can expect a reply within 48 hours, and the next steps would be an invitation for a phone call or face to face meeting to discuss the role and your application.**



**Full Name:**

**Signature:**

**Date:**

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.