

Website Manager, BIEN

We are seeking a dedicated and enthusiastic Volunteer Website Manager to join us at BIEN. As the Website Manager, you will play a crucial role in ensuring our website effectively communicates our mission, values, and resources dedicated to advocating for Basic Income. Your expertise in website management, attention to detail, administrative efficiency, and commitment to our cause will be instrumental in driving our online presence and furthering our advocacy efforts.

Responsibilities:

- Ensure the website content aligns with a clear definition of Basic Income, as advocated by our charity.
- Build, manage, and maintain the organisation's website using platforms such as Wordpress and Divi, while adhering to best practices for website design, usability, and functionality.
- Regularly update and optimize website content, including text, images, videos, and downloadable resources, to ensure an accurate and engaging representation of our advocacy work.
- Collaborate with the team to develop and implement strategies for improving website performance, user experience, and search engine optimization (SEO).
- Stay up to date with copyright laws and ensure all website materials comply with applicable regulations.
- Conduct regular website audits to identify and fix any technical issues, broken links, or formatting inconsistencies.
- Monitor website analytics and generate reports to track performance, user engagement, and conversion rates.
- Provide training and guidance to team members on website management tasks, ensuring consistent and cohesive branding across all online platforms.
- Collaborate with graphic designers, content creators, and other stakeholders to coordinate website updates, campaigns, and special projects.
- Stay informed about the latest web design and development trends, proposing innovative ideas to enhance the website's functionality and user experience.

Qualifications:

- Demonstrated commitment to the Basic Income debate and a thorough understanding of the importance of aligning website materials with a clear definition of Basic Income.
- Proven experience in building, managing, and maintaining websites, with expertise in Wordpress and Divi.
- Familiarity with copyright issues as they relate to website content, ensuring compliance with applicable laws and regulations.
- Meticulous attention to detail, ensuring accuracy and consistency in website content and design.
- Exceptional administrative efficiency, managing multiple tasks, deadlines, and priorities effectively.

- Strong problem-solving skills, with the ability to identify and resolve website-related issues promptly.
- Excellent written and verbal communication skills, with the ability to collaborate effectively with team members, stakeholders, and external partners.
- Self-motivated and able to work independently while also being a team player, contributing to a positive and collaborative work environment.

Please note: This is a volunteer position, and compensation will be in the form of valuable experience and the opportunity to make a meaningful impact in advocating for Basic Income.

If you are passionate about Basic Income advocacy, possess the required expertise, and are eager to contribute your skills to a worthy cause, we would love to hear from you. Apply now to join our dedicated team and help us shape the future of Basic Income.