

VOLUNTEER OPPORTUNITY

VOLUNTEER ROLE:	Wordpress Developer
TEAM:	Leadership Development
RESPONSIBLE TO:	Head of Leadership Development
NUMBER OF HOURS:	Approx. 3 hours a week

JOB PURPOSE:

To support the Leadership Development team in the management and development of their online learning platform built around Wordpress; maintaining the site, developing it's content and managing user database.

KEY ACTIVIES:

1. Maintenance of Wordpress Site
2. Updating plugins and themes
3. Uploading course content and structure (using WPCourseware)
4. Managing backup cycle
5. Sharing Admin level responsibilities as the user base increases

SKILLS REQUIRED:

You are

- an experienced Wordpress Admin
- familiar with user roles, themes, plug-ins and how they integrate together
- familiar with child theme integration and site clone protocols
- willing to learn the mechanics of the WPCourseware suite of plugins
- able to give 2 or 3 hours most weeks to develop the site
- familiar with creating simple graphics (eg Befunky) for course headers

After an initial setup this role can be carried out remotely outside of normal working hours

