

Schools' Climate Education



South Yorkshire

WANTED

SCESY Web manager

Our current volunteer web manager, Phil is moving on. Though we are sad to see him go, we wish him well in his new post in London.

Schools' Climate Education South Yorkshire (SCESY), winner of **Education Initiative of the Year 2022** at the South Yorkshire Sustainability Awards is looking for a volunteer to fulfil the roles of managing our great website and twitter account as well as looking into other appropriate social media platforms.

Any volunteer would also need to be fully supportive of our mission which can be viewed here: <https://www.scesy.org.uk/about/>

Safeguarding and well-being are high priorities for SCESY. Any applicant should make themselves familiar with our safeguarding guidelines <https://www.scesy.org.uk/about/safeguarding/> before expressing an interest in the post.

SCESY's influence continues to grow, and our website and social media platforms are important expressions of that. Volunteering for this role would be a great addition to a CV. Also, for those wondering what contribution they can make to a greener and fairer planet, this is a great place to put your skills to good use.

Being a part of SCESY, you would be joining a dedicated and committed team of professionals who take time out of busy lives to deliver, on a voluntary basis, our mission. Our annual conference is a very important part of our work and you would be expected to help in the planning and delivery of the conference.

Volunteer needed - website and social media administrator

Role description:

Schools' Climate Education South Yorkshire (SCESY) are seeking an enthusiastic volunteer to manage our website and social media.

The role will include:

- Updating the website with information, news and resources (using Wordpress)
- Managing the Twitter account - posting original tweets, retweeting relevant tweets by other organisations and engaging with others (likes, comments etc)
- Currently our plans are to move to a face-to-face conference in early March 2023.

Plan B would be to do the online conference we have done previously, in which case the following would apply - Production assistance for the virtual conference - assisting the production manager with setting up content for the virtual conference and with providing technical support to workshop/presentation facilitators

- Attending monthly committee meetings (via Zoom)
- You may not be able to fit all the criteria in the person spec below, but assistance will be provided by the incumbent who has moved on to a new job

We envisage that the successful volunteer would dedicate 1-2 hours per week on average. As we approach the date of our conference, it's expected more time will be required.

Duration: starting asap. Duration to be discussed.

Person specification:

Aspect of role	Essential	Preferred
Updating the website	<ul style="list-style-type: none"> • Experience of administrating Wordpress websites • Attention to detail 	<ul style="list-style-type: none"> • Experience of Thrive Architect (a visual page builder for WordPress) • Good copywriting skills
Managing the Twitter account	<ul style="list-style-type: none"> • Knowledge/experience of using Twitter 	<ul style="list-style-type: none"> • Experience managing a Twitter account for a similar organisation
Production assistance for the conference	<ul style="list-style-type: none"> • Basic understanding of video/streaming/event platforms such as YouTube/Zoom 	<ul style="list-style-type: none"> • Experience of publishing content via video/streaming/event platforms such as YouTube/Zoom
Attending monthly committee meetings	<ul style="list-style-type: none"> • Commitment to attend monthly committee meetings 	<ul style="list-style-type: none"> • Confidence communicating with a range of people, particularly in a virtual setting

How to apply: Please email admin@scesy.org.uk with a CV and let us know why you would like to apply.

Closing date: this is a post that needs to be filled as a matter of urgency. Early applications are encouraged.

Richard Souter
Schools' Climate Education South Yorkshire

www.scesy.org.uk