



Website

OVERVIEW:

- Our CW website is the hub for our departments to have easily accessible documents and resources ready for participants, as well as a treasure trove of information spanning from projects to CW history.
- The website team is key in ensuring the smooth running of the website but also expanding and improving the experience for all visitors.
- Have the opportunity to put your skills to work and make a real difference!

WHAT DO I NEED FOR THIS ROLE?

- Experience of WordPress
- Experience of building & managing websites
- Attention to detail
- Understand and have awareness of brand identity
- Able to work proactively

WHAT DOES THIS ROLE ENTAIL?

- Develop pages as required by each department (Participation support, finance, events etc.)
- Upkeep of website day to day, including security measures
- Develop plans to grow website & overhaul design

WHO WILL BE MY SUPPORT?

- The international shura (Director, Vice-Director, Gen Sec & Internal Comms)
- The marketing team
- The creative team

WORKING PRACTICES:

WhatsApp

- You will be expected to actively be a part of 2 CW team WhatsApp groups - ensuring you keep up with messages daily

Online Meetings

- Team Meetings - 1hour online meeting fortnightly
- Occasional global online meetings



TRAINING & DEVELOPMENT OPPORTUNITIES:

- Role training
- Team working opportunities - internationally & nationally
- Problem solving opportunities
- Learning and sharing website skills
- In-house Tarbiyyah Sessions

If you have any questions about the role, do get in touch with us at
info@charityweek.com

APPLY NOW: charityweek.com/recruitment