

Webmaster

Role Profile

Across England, Wales and Northern Ireland, [Branches and Groups](#) offer direct support for people living with and affected by Motor Neurone Disease (‘MND’), every day.

A Branch or Group Webmaster provides support to their respective Branch or Group by managing and maintaining their website and their specific webpage hosted by the [MND Association parent website](#).

Tasks and activities

- Website administration - manage and maintain Branch or Group website and/or webpage hosted by the [MND Association website](#) (using ‘[Drupal](#)’) – *access and training provided* – this includes reviewing and updating content which is up to date and interesting for audiences
- Where applicable, ensure that third party website content meets the MND Association accreditation standards– this includes links to the MND Association website and resources
- Collaborate with other Branch or Group Volunteers to ensure information is up to date, accurate and engaging for our networks and newcomers
- Ensure that all content is in line with the MND Association brand guidelines and tone of voice
- Adhere to the MND Association’s policies and procedures, including GDPR and Safeguarding
- Time commitment is flexible and variable depending on local need and individual capacity

This role is recruited through Safer Recruitment processes, which means the process includes an informal interview and two references.

Volunteers complete a basic induction and receive a welcome booklet about volunteering with the MND Association and specific website management resources and guidance.

Volunteers receive ongoing local support from their allocated Community Support Coordinator (‘CSC’ – previously known as ‘ASC’) and relevant team members with a link to digital/website processes.

About our Branch/Group Webmasters

Across the MND Association, everything we do is underpinned by our Values.

We are **One Strong Team**

- We use great communication skills to help people access quality information and resources
- We use our creative skills to showcase the amazing impact of our Branch and Group activities
- Where possible, we connect with other Branches/Groups or local volunteers (such as the Newsletter Editor or Social Media Co-ordinator) for inspiration and alignment in communication

We **think Big**

- We are confident and informed about how we can support people affected by MND
- We use our brilliant ICT skills to succeed in the role
- We are ready to enhance our understanding of MND to drive our approach to communications

We are **Determined**

- We are committed to learning about MND and its impact on people and their families
- We have great attention to detail and use our experience in designing and maintaining websites
- We understand the need for consent, confidentiality and the importance of data protection

We make **Every Day Count**

- We champion the [Vision and Purpose](#) of the MND Association
- We use our excellent communication skills to deliver clear and inclusive messaging online
- We are always respectful and kind