

Website Facilitator for *we:network.co.uk* (Bristol)

Summary of Role

Website facilitator (part-time, self-employed) is needed for a Christian social change website: www.wenetwork.co.uk covering the Bristol region, from the end of September 2010.

Responsible for the transition process from a previous website to a new one, using outside help for website design, then for the development and promotion of a the new website, so it becomes a communication hub. Once the website is set up, responsible for editorial management and publishing of content. We are looking for somebody who enjoys some networking and is passionate to see the Christian community working together to help bring positive change to all spheres of life across the region.

Application

Application should be made to Angie Allen by email (angieperazim@googlemail.com) by August 12th 2010. Interviews will be on 7th September. The email should include a short description of the applicant's reasons for applying along with an attached CV and contact details for two references..

Introduction

The we:network website exists to promote and serve the Christian community in the Bristol region (eg projects, churches and networks working for positive change across all the spheres of life). Target users are local Christians but we also welcome anyone of goodwill to visit and contribute to the site. Acting in a catalyst role, we are not seeking to build our own 'brand' or influence, but will always seek to promote our 'client' projects/organisations/networks, even if they exist for a short time such as for a one off city-wide event.

wenetwork.co.uk has been going for 18 months now. It's focus is primarily on Bristol but there are links across the West of England (Bristol, South Glos, North Somerset and especially Bath: see www.springboardbath.org.uk). Until now, the website has been based on the Joomla platform. For various reasons, especially financial, a replacement website is needed, using Church Insight (see www.churchinsight.com). For examples of similar websites in other cities, see www.networkleeds.com and www.networknorwich.co.uk

Main Tasks

- Responsible for transition process from previous website to a new one, using outside help for website design, then developing and promoting the new website.
- Work closely with a wider team, consult and involve wider Christian community in this process.
- Once website set up, responsible for editorial management and publishing of content. To manage contributed site content, editing these as required before publishing on the site as: articles, calendar entries, events, directory entries, discussion forums etc
- Ensure timely and efficient inclusion of quality content on the site following it's supply by contributors.
- Pursue good new stories through some face-to face networking and journalistic skills.
- Prepare and dispatch monthly email newsletters to the members of the site.
- Promote the website, eg through links to other websites etc
- Develop other means of social networking (Facebook, twitter etc)

Personal Qualities

Good interpersonal skills are required. The facilitator needs to be able to influence, encourage, support and envision volunteer authors in a relational and trust based way. He or she needs also to engage with other networks effectively, gaining respect in a way that promotes the website's aims. They are to be astute when assessing any impact of submitted material that could be counterproductive.

The facilitator must be able to demonstrate tact and patience when dealing with the church and the charitable sector.

The facilitator needs to be self-motivated, organised and pay attention to detail.

Whilst spending much of their time working independently, the facilitator needs to be mutually accountable with the other two teams relating with the project.

Skills

The following skills are required as far as possible for this role. Training will be provided by Church Insight for the website skills.

- Willingness to work with wider team and to consult Christian community, so they have "ownership" of the website
- Editorial skills: the ability to communicate well in the written word and to maintain editorial standards through suitable tidying up of submitted material whilst maintaining the intent of the original authors.
- Proficiency with word processing and the ability to learn new text and graphical editing programmes.
- Understanding of the Church Insight content management system and website generally (training will be given). Help will be given from outside for the design of the website.

Knowledge

A well grounded theology concerning Christian issues as they relate to positive change in society.

An initial familiarity with the structures and networks within the Christian community in the Bristol region would be highly desirable.

Familiarity with the potential of social networking websites is desirable.

General Work Details

Place of Work: Based at home/own office. Regular (around monthly) meetings with the wider team and optional visits to contributor contacts are also envisaged.

Working Time: 7.5hrs a week (based on 48 weeks work in a year), on a self-employed basis, spread across the year but allowing for normal holiday breaks.

Budget: The allowance for this work, including any travel locally, is £5,000 per annum. Expenses will be paid for website training and conferences outside the region.

Termination of work: Will be 30 days notice on both sides. At the end of each calendar year this work will be considered for renewal and revision as required.