



Web content assistant

Role Description and Person Specification

About Pain Concern:

Pain Concern is a charity providing information and support to people with pain and those who care for them, whether family, friends or healthcare professionals. Visit our [website](#) to find out more about what we do, including our [Airing Pain](#) radio programme, podcasts, [Pain Matters](#) magazine, information helpline, and our research and campaigning work.

All pain is unpleasant, but for the 7.8 million people in the UK living with long-term pain it is a part of everyday life. It diminishes quality of life more than any other condition, leading often to loss of work, depression and disability. Anyone at any age can develop persistent pain and you will very probably know somebody affected. Although there is usually no cure, people who receive the appropriate treatment, information and support can manage their condition effectively with life-changing results.

Role Purpose:

Pain Concern would not exist without the support of our volunteers.

We are seeking an individual to join our web team to maintain, update and develop Pain Concern's website. This would be a great opportunity to learn and develop skills in this space.

What you would be doing:

- Support with the creation and upload of content and images to the website
- Assist in the development of the charity's website
- Conduct keyword research and web stat reporting
- Monitor online content ensuring the copy and content is accurate and positioned correctly.

Is this role right for me?

- Knowledge/Interest of chronic pain and long-term conditions
- Ability to work independently and collaboratively as part of a team.
- Ability to work flexibly with enthusiasm and commitment
- Strong IT skills and knowledge of MS Office
- Knowledge of Wordpress would be advantageous

Availability and location:

- Minimum commitment of 3 months
- Minimum 2-3 hours per week
- Hybrid Volunteer from our office at Newcraighall Road, Edinburgh EH15 3HS and from your own location.

Benefits to you:

- Experience volunteering as part of a friendly team
- Meet new people
- Build on your employability skills
- Training and a dedicated volunteer line manager looking after you
- A job reference after 3 months of volunteering.
- Satisfaction of giving a valuable service to the community
- On-site car parking
- Reasonable travel expenses will be reimbursed in accordance with our Volunteer Policy