



Forces Online CIO

Unit 5, Workshed Carriage Works
London Street, Swindon
Wiltshire, SN1 5DG.

Telephone: 0300 300 2288

Registered Charity: 1188955 (England & Wales) SC050678 (Scotland)



Web Admins

Working from home

Locations UK Nationwide

Forces Online is a small nationwide cross-border charity set up to help our nation's military Veterans their families and dependents in times of hardship and need.

We offer you a fantastic opportunity to engage with website visitors. As a Website Administrator you will work with our WebHQ division which manages all the Forces Online websites and communication systems and interacts with the staff from other departments. All the websites are based on Word Press platforms using XTheme and XTheme Pro.

About the Role

Our Web Administrators are countrywide and can be based anywhere in the United Kingdom to represent Forces Online on a national basis, which means you will be corresponding with people anywhere in the United Kingdom. Initially you will be provided with an ID and email address. Full training and expenses will be provided. Ideally you will have connections through the armed forces community, either having served, a family member or supporter of the armed forces. Support will be provided by our own Web/IT staff. Opportunities to learn and develop further in Word Press and social media will be provided within the organisation, and further opportunities for progression will be available to people who can demonstrate loyalty and a willingness to learn.

Whilst experience in Word Press and other related platforms are desirable we are happy to train and develop people from scratch. This would ideally help veterans that are trapped by their circumstances to interact through web development which in itself can be very therapeutic, and help them realise that they are not useless or washed out. Forces Online is a disability aware employer/volunteer organisation.

What you are doing

- We will help identify what areas of the website you are interested in helping with and this can be changed or added to as you learn the skills of managing a large website setup.
- Attend training and development meetings.
- The hours are various which means you work as much or as little as you like even during the night if you find it hard to sleep.
- You will be involved in all areas of website management and development starting slow and gradually building up your skill sets. This will include data

entry, graphics, page development, backups, plugin and theme use, databases, domain and hosting, fault finding, layouts and supporting other departments and any other online jobs that are identified by the Department Management.

This roll will suit you if you:

- Are friendly, confident, and trustworthy.
- Enjoy speaking to people from the armed forces community.
- Enjoy banter with other veterans.
- Want to make a difference to supporting veterans and their families.
- Live in a local community in the United Kingdom.
- Have online access.
- Can work well in a team.
- Have a willingness to learn or develop new online skills.

What you can expect from us:

- We will make you feel welcome, included, and respected.
- You'll have a role manager who will support you throughout your journey with us.
- Out of pocket expenses agreed before you start in line with our policy.
- We'll keep you up to date with relevant policies, procedures and training that apply to your role.
- You'll have access to learning, development, and engagement opportunities for volunteers.
- Learn new transferrable skills using industry standard platforms and development tools including Adobe Cloud Apps, Microsoft 365 and Zoom.
- You will make new friends.

When you can volunteer

You can volunteer:

| When | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-------------|------------|------------|------------|------------|------------|------------|------------|
| Mornings | √ | √ | √ | √ | √ | √ | √ |
| Afternoon | √ | √ | √ | √ | √ | √ | √ |
| Evenings | √ | √ | √ | √ | √ | √ | √ |

Requirements

- References needed.
- Age restrictions apply.

What we need from you:

To ensure the safety and security of working with vulnerable people:

- One reference and proof of identity.
- Essential learning to be complete before starting in your role will take about 1 day.
- You will be home based.
- Mobile Phone for keeping in touch and safety.
- Agree to and sign our confidentiality Agreement.

To apply or find out more:

We have a brief application form and once it is completed and sent a member of the team will be in touch to discuss and process your application [HERE](#)

You can find out more about the position of volunteer tin collector by emailing administration@forcesonline.org.uk and leave you phone number or call 0300 300 2288. Further information is available via our [VirtualHub](#) between 10am and 4pm Monday to Friday.

