

CWO Web Admin Job Description

Do you want to join the largest group affiliated to the Conservative Party? The Conservative Women's Organisation – CWO – is a diverse, national organisation that has been supporting women into politics and public life for over one hundred years.

We are looking for a strong team player with drive and energy. You must be a good communicator, a self starter and someone who is good at networking. We welcome applications from across the UK, and in particular, those that represent diverse communities.

Interested? Please send your CV and covering letter for the role that you are applying for to cwo@conservativewomen.uk by Friday 2nd April 2021. All roles are voluntary.

CWO Web Admin

Reports to: CWO Forums & Talks Officer, currently Neeti Gupta
Duration: Annual renewal at CWO National AGM

Background

CWO events, including CWO Development sessions, are booked via the CWO website. Since the first Lockdown in March 2020, the number of events run by the CWO has exploded. Where we ran at the most one event a month, we now host multiple events a week online. As a result of this, the need has arisen for a Web Admin to update the CWO website of all the events that are available. This role does not have any management responsibilities.

Core Responsibilities

- Work under the supervision of the CWO Forums & Talks Officer
- Update the CWO website with new events, as required by the CWO Forums & Talks Officer
- Update the CWO website with Development events, as required by CWO Development Director or the CWO National Officers
- Update the CWO website with News articles, as required by the CWO National Officers
- Create appropriate graphics for CWO Forums & Talks and other events as requested by the Officers
- Make amendments to the CWO website as requested by the CWO National Officers
- Liaise with and feed back to the CWO Forums & Talks Officer

Skills & Experience

- Good written English and excellent communication skills
- Demonstrate strong organisational skills and a self starter
- Good judgement; the CWO website is a high profile, public facing service
- Experienced user of technology is a must
- Whilst training will be provided, experience of using content management systems and customer management databases is desirable

Benefits

- Work with the CWO at a national level
- Build your political network
- Be at the heart of the CWO's decision making environment
- Develop an understanding of how the CWO works and liaises with other affiliate groups as well as the Conservative Party