LOVE ALYTH

Alyth Online Community Website Officer

On behalf of our community, we are seeking a local person to assist in the development of our Alyth.Online website. Pages will be created to list community groups, businesses and services in Alyth and will be a way of promoting community and the local economy. A web directory for Alyth was one of the key projects requested by the community in the recent Community Action Plan.

The main duties will include:

- Creating an entry on the website for each community group, business or service. A list of such groups, businesses etc has already been compiled but will need to be checked for accuracy and updated as needed.
- Categorising the entries and adding tags as appropriate to enable easy searching
- Liaise with community groups, businesses etc to check their entries.
- Write and implement a social media strategy to promote the new features of Alyth.Online

The hours are not fixed to provide maximum flexibility for the collection of community views. The work will take place over 1-2 months.

Rate is £100 per day (up to a maximum of 10 days) as a freelance worker. Training for the post will be provided.

You will be motivated and enthusiastic; comfortable with IT and keen to learn new IT skills and tools; at ease talking and listening to people; and use of email for business purposes.

Alyth.Online is based on WordPress; experience of using social media as a promotional tool would be desirable.

Experience of WordPress would be helpful but is not essential.

Please send a brief work history and expression of interest to alythdevelopmenttrust@gmail.com by 5pm on Monday 14 November.

Be sure to include contact details.