CITIZENS OF CYBER

Volunteer Role Description

Volunteer role: Resource Developer

Reporting to: Volunteer Co-Ordinator

Volunteer buddy: *TBC*

PVG Disclosure requirement: Basic

Role:

- Create and/or amend online and offline Citizens of Cyber resources;
- Contribute to online course development;
- Co-ordinate the review and development of resources, guidelines and materials;
- Participate in various team projects and panels;
- Record and report on outcomes of courses with enhanced learning content;
- Prepare content for distributions across channels (i.e., website, social media, physical leaflets/materials). The resources might include social media visuals, brochures, banners, posters, leaflets, presentations, infographics and other assets;
- Study design briefs and determine requirements;
- Prepare rough drafts and present ideas;
- Amend content after feedback;
- Collaborate with the Marketing Officer, Social Media Officer, Designer, Web Master and other involved parties for the best possible outcome; and
- Work closely with Marketing Officer and Social Media Officer to improve content.

Training needs:

- Introduction to the charity – delivered by Volunteer Co-ordinator; and
- Ongoing subject matter training and refreshers, as agreed in 1:1 meetings with Volunteer Co-Ordinator as agreed.

Last modified April 2022