

Position title: Programme Support Unit volunteer

Position type: Flexible – ideally 2 or 3 days a week for up to 2 months (starting in March)

Location: Vauxhall, London SE11 5JD (between Vauxhall and Oval tube)

Deadline: Friday 1 March 2019

To apply: Please send your CV and a cover email of 4-5 paragraphs to PSUAdmin@wateraid.org

Your lunch (up to £7 per day) and travel expenses within Greater London will be covered.

Role purpose

We are looking for a volunteer to help us update and clean the Programme Support Unit's SharePoint site & pages. We use SharePoint as our internal website for communicating important information and knowledge related to our work on water, sanitation and hygiene; and the cross cutting principles that we follow on human rights, sustainability, equality and inclusion, and partnership.

The work of the volunteer will ensure that key documents are stored logically and follow the established naming convention and tagging system. The outcome of this work will support WaterAid colleagues' knowledge sharing across our programmatic work.

We provide a short induction with a guide to the processes that the volunteer will use to carry out the role successfully.

Background

WaterAid's Programme Support Unit (PSU) sits within the International Programmes Department to provide programmatic advice and support to WaterAid's regional teams, Country Programmes (CPs) and other teams in London. As part of this support, PSU disseminates programmatic knowledge. This is done through our Programmes, Policy & Advocacy website [WASH Matters](#).

In addition, we have an internal platform called KnowledgeNet, which is our global resource library offering access to knowledge products under key thematic areas for programme staff and other stakeholders to inform programme quality.

Volunteer Opportunity: For an individual with high digital literacy and confidence in using digital platforms .

Essential criteria

- 1) Experience in using and developing content for a digital platform, website or social media platform.
- 2) A strong attention to detail and ability to quality check your work.
- 3) The ability to work independently and achieve deadlines.
- 4) Commitment to WaterAid's values and a working style that reflects these.

Desirable criteria

- 1) Experience with using and uploading content to Sharepoint.
- 2) Experience with developing site pages and document libraries.