Position title: Programme Support Unit volunteer

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

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

Deadline: Friday 18 January 2019

To apply: Please send your CV and a cover email of 2-4 paragraphs to PSUAdmin@wateraid.org

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

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 considerable experience on information management & SharePoint within Office 365.

Do you have:

1) Experience of working on SharePoint implementation projects including requirements capture, development, data migration and user adoption.

2) A degree level or equivalent in Information Management, Computer Science or related subject (desired but not a must).

3) A strong attention to detail and the ability to work independently.

We are looking for: A volunteer to help us align PSU's SharePoint sites & pages with the central guides, processes & tools including ensuring naming of sites follows the naming convention & that documents are tagged correctly.