

## Volunteer IT Support Officer

We are looking for a keen volunteer, or volunteers, to join and support our team to ensure our IT systems are up to date and working efficiently.

This is a home based opportunity with phone calls and skype meetings as and when necessary and will suit someone who likes to work varied and flexible hours and cover a range of responsibilities.

### Key Responsibilities:

- Software support
- Google research.
- Website update. WordPress, Content Management Systems
- Database update using Microsoft Access
- Email Marketing
- Social Media. Social Networking Support
- Any other ad-hoc tasks

### Person Specification:

- Excellent PC skills
- Friendly and approachable
- Motivated
- Attention to detail
- Ability to remain calm in stressful situations
- Good communication skills
- Adhoc Administration
- Enthusiastic
- Drive to succeed
- Good command of English

**Job Location:** Virtual Office, Home Based with occasional meetings Whitechapel, London

**Time:** Flexible, to be negotiated

If you are interested in this opportunity, please send a CV and letter of interest

**Contact us:** [info@pih.org.uk](mailto:info@pih.org.uk) 0845 468 0755