



The Information and Publishing Team

Background information for Applicants

The Information and Publishing Team

The team consists of the Head of Information and Publications, Online Development Manager, Web Development Officer, Web Editor, Information Manager, Publishing Projects Manager, Publications, Promotions and Marketing Officer, Publishing Projects Officer, Commissioning Editor, Administrator

The role of the Information and Publishing Team

The Information and Publishing Team is based within the Enterprise Department. The team's core aim is to provide top quality information and publishing services for NCVO. This includes managing the print and production process; providing editorial advice and guidance; managing publications sales, distribution and marketing; managing NCVO's range of websites; managing NCVO's HelpDesk; running the Publishers Forum including events and a newsletter; and providing internal training on issues such as writing for the web; producing *Engage* magazine for the voluntary sector.

Web Development Officer (Maternity cover contract – up to 1 year)

- NCVO has recently relaunched its website, with online communities at the heart of the new site. Our aim is to connect more closely with our 7,600+ member organisations and the wider voluntary sector; tap into their knowledge, skills and experience; and perhaps most importantly provide a space for them to engage with one another. We are seeking to recruit someone who can take on the role of managing our new online communities, as well as other web development projects. The ideal applicant will have strong interpersonal and negotiation skills, an enthusiasm for social media gained through hands on experience, an ability to balance competing priorities, and a commitment to developing resources that work well for their users and not just the host organisation. A technical understanding of the web and associated technologies would be useful, but more important are an ability to communicate well in writing and in person, and a pragmatic approach to getting the most out of limited resources.