



Website content moderator

We need you to moderate content posted to our new website at <http://www.lgbtlondon.com>.

We are a charity that helps organisations working with lesbian, gay, bisexual and trans (LGBT) people. One way we do this is through our new LGBT London project, which works with these organisations to make services better for LGBT people living in London. We need your help to moderate comments and posts on the LGBT London website.

This is a great chance for people who can only spare an hour each day to make a difference. Not only will you gain good communications experience, but you'll get the chance to learn about the needs of LGBT communities and the organisations that help them.

Role Title	Website content moderator
Application Process	At first we will ask you to fill in an application form. Based on your form, we may ask you to come into our office for a chat about the role. If this goes well, we'll contact you with a start date.
Site	You will be volunteering from home, but sometimes we may ask you to come into our offices in London or Birmingham (whichever is closest to you)
Expenses	We will give expenses payment for: <ul style="list-style-type: none"> - Travel – up to £10 if you have to come into the office This will be paid once we have the receipts
Induction	You will be given a full induction in the way that we work and what we need from you.
Training	We'll always make sure you're trained in the tasks we ask you to do. Training is given as-and-when needed. You will always have support from the volunteer co-ordinator.
Trial period	1 month
Time commitment	We would like you to be available to check the website every day for a minimum of three months.
References	We will gladly write references.



Main purpose of role

- Visit the LGBT London website once a day
- Approve new posts
- Edit or remove any inappropriate posts
- Keep us updated by emailing to say what changes you have made

Other projects

- You may be able to get involved in other areas of the Consortium's work, if you are interested and have the time.

Person specification

We are looking for good decision-makers who can work alone and are willing to invest an hour each day in this project. You should be able to spot clear and interesting posts while recognising inappropriate posts. We need you to be reliable and good at managing your time. You should also have access to a computer and the internet.

You may have gained some practice and skills through paid, voluntary or educational experience. The Consortium aims to provide people with the chance to update existing skills and knowledge as well as gain skills in new areas.

Please do not feel put off from signing up if you're unsure whether you meet our needs. You are welcome to call Charlie Parker on 020 7064 6515 for a chat, or email charlie.parker@lgbtconsortium.org.uk.

Experience

- You should have experience of using internet message boards or forums
- Experience of handling confidential data

Skills and abilities

- Excellent ICT skills, especially in using the internet and email
- Good judgment in deciding between a good post and an inappropriate post
- Reliable time management skills
- Able to work alone and use your initiative