



Resources Page Content Uploader: Role Descriptor

Salary: Voluntary Role (Unpaid)

Location: Remote (UK-wide)

Commitment: Flexible (2-3 hours per week)

Reporting to: Trustees

About Supporting Healthcare Heroes UK (SHH-UK)

SHH-UK is the only UK-wide charity supporting all healthcare workers in preventing COVID-19 and living with Long Covid. Founded in 2023, we influence national policy and provide evidence-based support to the healthcare workforce.

Role purpose

To work as part of a team to maintain and expand our online Resources Page to ensure healthcare workers with Long Covid have access to evidence based information.

What You Will Gain

- Experience managing website content for a national charity.
- An opportunity to develop WordPress and digital content management skills.
- Experience of applying SEO and accessibility principles.
- The satisfaction of helping healthcare workers and others access reliable, evidence-based information about Long Covid and related topics.
- A chance to work with a friendly, supportive team making a real difference.

Key Responsibilities

- Uploading approved resources to the SHH-UK WordPress website.
- Formatting content in line with SHH-UK branding and accessibility guidelines.
- Adding appropriate categories and tags to improve navigation.
- Writing an SEO title (up to 60 characters) and SEO summary/excerpt (up to 150 characters) for each resource.
- Updating the Resources Page content log and social media tracking spreadsheet once content has been published.
- Working with the Resources Team to ensure our online information remains accurate, accessible and up to date.

Person Specification

- Experience using WordPress or a willingness to learn.
- Good attention to detail and an ability to follow agreed procedures.
- Excellent written English and proofreading skills.
- An understanding of basic SEO principles, or a willingness to learn.
- Good organisational skills and the ability to manage allocated tasks.
- A commitment to SHH-UK's mission and values.
- Someone who enjoys working as part of a collaborative volunteer team.

How to Apply

- Apply via **Reach Volunteering** with a short supporting statement.
- A DBS check and mandatory training may be required.

Support and Induction

You will receive:

- A full induction to SHH-UK's mission and guidelines
- Mandatory online training (safeguarding, EDI, data protection)
- Regular check-ins with a designated trustee
- Access to all required digital tools (no personal costs)

Please message us via Reach Volunteering if you have any questions about the role.

Every resource you publish helps healthcare workers, people living with Long Covid, and their families access trustworthy, evidence-based information when they need it most.