



## Volunteer Role Description

<b>Volunteer Role Title</b>	Website Migration Specialist
<b>Reports To</b>	Web Coordinator, Monica Muggeridge
<b>Volunteer Days/Hours</b>	Up to 40 hours
<b>Duration</b>	Completed in 2025
<b>Location</b>	This role is 100% remote. Communication via email, phone, messaging platforms and video calls.

### 1. Organisation Purpose

**Spinal CSF Leak Australia** is the first and only not-for-profit organisation dedicated to supporting people affected by spinal CSF leaks in Australia. Our mission is to improve quality of life for people with spinal CSF leaks through improved access to timely, effective and supportive care.

Individuals with suffering from Spinal CSF Leak face long delays in diagnosis and treatment due to limited medical awareness. Spinal CSF leaks can cause debilitating symptoms that worsen when upright, often leaving people bedbound, unable to work or participate fully in daily life. We aim to change this by increasing the knowledge of health professionals and advocating for improved diagnosis and treatment.

### 2. Purpose of the Role

The Website Migration Specialist will ensure the successful migration of our current website to our **WordPress** hosting platform. This role ensures that all content, design elements, and functionality are accurately transferred while maintaining accessibility, SEO, and brand integrity. The specialist will deliver a user-friendly, secure, and easy-to-maintain website that supports Spinal CSF Leak's mission and future growth.

### 3. Key Responsibilities

- Plan, manage, and execute the end-to-end migration of the existing site to WordPress.
- Audit the current website to map content, structure, and technical requirements.
- Set up and configure a WordPress environment (themes, plugins, security, and hosting).
- Migrate and format website content, images, and metadata for consistency and readability.
- Ensure all forms, donation tools, and integrations work correctly post-migration.
- Optimise the site for speed, accessibility, and mobile responsiveness.
- Implement SEO best practices and redirect structures to preserve search rankings.

- Provide documentation and basic training to staff or volunteers for ongoing updates and maintenance.
- Troubleshoot and resolve any technical issues during and after migration.

#### 4. We are looking for someone who:

- Has proven experience building or migrating websites in WordPress, including customising themes and managing plugins.
- Is comfortable working independently and managing timelines for a defined project.
- Has strong attention to detail and problem-solving skills.
- Communicates clearly with both technical and non-technical stakeholders.

#### 5. We're especially keen to involve someone with:

- Experience in WordPress site optimisation and SEO.
- Familiarity with donation and fundraising tools such as GiveNow
- Knowledge of hosting and domain management, including SSL and backups.

#### 6. Training & Support

- Volunteers will receive an induction and relevant training.
- Ongoing support and supervision is available to ensure volunteers feel confident in their roles.

#### 7. How to apply

Send an expression of interest to the Volunteer Coordinator, Rachel Smith  
[rachel@spinalcsfleakaustralia.org](mailto:rachel@spinalcsfleakaustralia.org)

Please also do one of the following:

Complete the Skills Survey <https://spinalcsfleakaustralia.org/job-roles-available>

or

Send your Resume to the Volunteer Coordinator, Rachel Smith [rachel@spinalcsfleakaustralia.org](mailto:rachel@spinalcsfleakaustralia.org)