

Tarvin Online Web Team Volunteers



Since its launch in 2013, the Tarvin Online website has provided a unique and irreplaceable history of the village. Not only through over 4,000 articles but also through galleries of images of the village and its people, past and present.

There is always a need for Web Team members who have a willingness and commitment to volunteer for the benefit of the Tarvin Village community.

- Skills and experience relating to volunteering for the Web Team include -
 - Good organisation skills and an attention to detail
 - A good understanding of English language comprehension
 - Confidence in
 - learning new software applications
 - using desktop based software applications (Windows/Mac)
 - using desktop and mobile internet apps / browsers
 - using desktop and mobile email
 - managing and basic editing of digital images and photos
 - A general understanding of social media benefits and risks, privacy, etc
 - A personal Facebook account
 - Ability to access a WhatsApp group
(used for web team volunteer private communication)
- Web Team tasks
 - Reviewing incoming emails sent to editor@tarvinonline.org in the Tarvin Online cloud system on a regular basis (at least once a day)
 - Blacklisting SPAM emails
 - Sharing in the allocation of emails to team members
 - Prioritizing emails that relate to date
 - Replying to incoming emails where relevant
 - Developing articles based on allocated emails
 - Creating a draft copy in the Tarvin Online cloud system based on submissions from external individuals, groups, businesses, etc according to the Tarvin Online Editorial Policy
 - Adding relevant images to the image library and configuring/cropping as necessary
 - Referencing relevant images in the draft article
 - Formatting the article for publication
 - Previewing and checking the final version
 - Requesting via WhatsApp for other team members to review the article (optional)
 - Scheduling the article for publication and marking it to go live
 - Prioritizing articles that relate to date specific events
 - Reviewing the live posting for any edits/corrections required

- Scheduling a reference to the website article on X/Twitter and/or Bluesky (optional)
- Creating a Facebook version in the Tarvin Online Meta Business Account (Tarvin Online Facebook page management application)
 - Adding and editing the text from the website article
Note that the Facebook article could be a summary of the original article with a link to it on the website
 - Adding external links in the comments section rather than the main text
 - Adding relevant images
(these may need to vary slightly for Facebook versions – eg cropping, aspect ratio)
 - Scheduling the post to go live
 - Previewing and checking the final version in Meta
 - Reviewing the posting when it has gone live for any edits/corrections required (desktop and mobile)
- Additional website administration tasks
 - Adding items to the website calendar and keeping it updated
 - Managing the website directories for local organisations, clubs, businesses, etc
- The total time spent on a typical Tarvin Online web team session can vary significantly.
 - Checking emails and sharing in the allocation of emails to team members can take between 5-15 minutes.
 - Creating a draft article can take between 15 minutes to over an hour depending on -
 - how “finished” a submitted article is
 - how many and how well formatted supplied images/photos are
 - Adding a website post reference to X/Twitter and Bluesky can take 5-10 minutes
 - Adding a Facebook version of the post and scheduling it using the Meta Business Account can take a further 10-20 minutes
 - In total a session to produce an article on the website and on Facebook from an incoming email can take about half an hour at the minimum – more complex articles can take well over an hour to produce from start to finish. For reference, on average in 2024 just over one article a day was published. Historically the average had been nearer two articles a day.