



Website Audit Volunteer

Gresham College is a charity which provides high-quality free education to the public across a broad range of subjects. The College aims to stimulate a love of learning and intellectual curiosity and to champion academic rigor, professional expertise and freedom of expression.

For more than 400 years, Gresham College has been providing free lectures, originally in the City of London but now also online. They are live-streamed around the world and have amassed more than 51 million online views. To watch please visit our website www.gresham.ac.uk or look on [YouTube](#).

The College is now in year five of an exciting five-year plan which has the primary aim of increasing and broadening the audience which the College reaches. Working at Gresham College is hugely rewarding in terms of the breadth and range of subjects covered and the knowledge and intellectual reputations of our speakers.

Role Description:

Are you highly organised, tech-savvy, and detail-oriented? We're looking for a reliable volunteer to support our Content Curator in auditing our extensive digital archive of over 3,000 lecture videos.

Time Commitment:

We are looking for a minimum commitment of **4 hours per week** for **at least two months**. While we offer flexible working hours and remote working, it will be essential that you're available to work for **half a day per week** in our central London office **during the initial training period** (first two weeks).

What You'll Be Doing:

Your primary responsibility will be assisting with an audit of our online video archive. This includes reviewing lecture web pages to ensure they contain all key assets, such as:

- Video recordings
- Audio files
- Transcripts
- Lecture descriptions

This role involves repetitive tasks and requires a high level of accuracy, consistency and mental stamina. Following the audit, you may also help with:

- Writing short lecture descriptions where missing
- Sourcing or assigning appropriate imagery for lecture pages
- Other general content and data management tasks as needed

What we're looking for:

- Reliable and committed, able to meet deadlines and stick to agreed hours
- Highly IT literate, with strong Excel skills
- Excellent attention to detail and accuracy
- Comfortable with repetitive, screen-based work
- Good communication skills and able to work both independently and collaboratively
- A strong sense of confidentiality and data security

Training will be provided, and you'll be supported throughout the process by our friendly team.

Why volunteer with us?

You'll gain valuable experience in digital content management and contribute to improving access to a unique archive of educational resources. It's a great opportunity for anyone looking to develop skills in digital curation, content auditing, or library and information services.

Expenses

Out-of-pocket expenses will be given but will need to be agreed in advance. You should keep receipts for expenses.

Equal Opportunities

Gresham College encourages applications from those of diverse backgrounds. The College is committed to fairness, consistency and transparency in selection decisions. Panel members are aware of the principles of equality of opportunity and fair selection.