

Blog Link Checker & SEO Support Assistant

Volunteer / Project Role Description

Organisation	Learn Without Limits CIC
Location	Remote, Wales-focused
Pathway	Bridge Pathway 1 - Young People / Digital & Media Contribution
Suggested age range	16-25
Commitment	Flexible, approximately 2-4 hours per week
Suggested duration	3-6 months, with potential to continue if useful
Reporting to	Blog Editor / Programme Lead
Version	v1.0 - July 2026

Purpose of the Role

Learn Without Limits CIC publishes a growing library of parent-led blog articles and public guidance to help families in Wales understand and navigate the Additional Learning Needs (ALN) system.

As the blog and website grow, it becomes more important to make sure articles are easy to find, correctly linked, up to date, and connected to the right related resources. Small issues such as broken links, missing internal links or unclear page titles can make it harder for families, professionals and supporters to find useful information.

This role will help us improve the structure, reliability and search visibility of our public blog and website content.

The focus is on link checking, simple SEO support, careful review and clear feedback. The volunteer will not be expected to give advice, rewrite legal guidance, edit live website content or access private information.

What You Will Do

You will help check public Learn Without Limits CIC blog and website content and record simple improvement notes.

- checking selected blog articles to make sure links still work
- spotting broken, outdated or duplicated links
- checking whether blog articles link back to relevant Learn Without Limits CIC website pages
- identifying where related blog posts could be linked together
- checking whether downloadable PDFs open correctly from linked pages
- checking whether titles, headings and link text are clear
- helping identify articles that may need glossary links or plain-English explanations
- checking whether older articles should link to newer related guidance
- recording simple SEO and link-checking notes in a spreadsheet or document
- helping build a list of useful internal links between blog articles, Bridge pages, events, reports and resources
- flagging anything that looks confusing, outdated or difficult to follow

Final decisions about website changes, blog edits, wording, links and publication will remain with Learn Without Limits CIC.

Example Content Areas

You may be asked to check public content linked to:

- ALN in Wales
- IDPs and person-centred planning
- EOTAS
- school attendance and anxiety
- transition planning
- 16+ and post-19 pathways
- Bridge opportunities
- parent events and briefings
- governance reports
- public support pages
- blog article clusters and related posts

All work will focus on public content only.

What This Role Does Not Include

This role does not involve:

- giving ALN, legal, education, casework or safeguarding advice
- responding to parent carers about individual situations
- editing live website or blog pages directly
- publishing content
- accessing private family information
- using private community posts, family stories or case details
- deciding what Learn Without Limits CIC should say publicly
- making technical SEO decisions alone
- handling complaints, difficult messages or safeguarding concerns

Any concerns, errors or uncertainty must be escalated to the Blog Editor / Programme Lead.

Tools You May Use

Training and guidance will be provided where needed.

Possible tools include:

- public Learn Without Limits CIC blog articles
- public Learn Without Limits CIC website pages
- simple link-checking checklists
- Google Docs or Sheets for recording findings
- browser search and find tools
- public search results, where appropriate
- simple SEO or accessibility checkers, where approved
- agreed communication channels for supervision and feedback

Only public content should be used unless a specific draft resource has been shared with you for review. Private family information, case details, community posts or confidential material must not be used.

Skills and Qualities We Are Looking For

You do not need to be an SEO expert. This role may suit someone who is careful, organised and interested in digital content, websites, search, writing or online information.

Helpful qualities include:

- good attention to detail
- patience with checking links and pages
- interest in blogs, websites, search engines or digital content
- ability to spot when something is confusing or hard to find
- willingness to follow a simple checklist
- confidence using a browser, search box and spreadsheet
- ability to record clear notes
- understanding that public information for families must be accurate and easy to navigate
- willingness to learn about ALN in Wales

Knowledge of ALN in Wales is helpful but not essential.

What You Will Gain

This role can help you build practical experience in:

- blog support
- basic SEO awareness
- link checking
- digital content quality assurance
- website navigation review
- information organisation
- spreadsheet-based tracking
- accessibility and readability awareness
- portfolio-building linked to a real community project

You may be able to use anonymised examples of link-checking logs, content maps or improvement notes as portfolio evidence.

Optional Learning

Volunteers may be encouraged to complete short free online learning linked to:

- search engine optimisation
- digital marketing basics
- website content
- accessibility
- online research
- project basics
- data protection awareness

Where possible, Learn Without Limits CIC may suggest relevant free self-study courses that support the role and help volunteers build evidence of learning.

Support and Supervision

You will receive a clear starting task, example checklist and feedback from the Blog Editor / Programme Lead on your first few pieces of work.

Work will be reviewed before any changes are made to public resources. You will not be expected to fix technical problems alone, edit live pages or make judgement calls about sensitive content.

This is a flexible role designed to build confidence, digital skills and useful portfolio evidence while helping Learn Without Limits CIC make its public information easier to find, easier to navigate and easier to trust.