



WEBSITE MANAGER

Role

To ensure that the club website is up-to-date and is an effective communication and promotional tool, both inside and outside of the club

Main Duties

- To keep the website updated with all aspects of the club, including news (in liaison with the clubs public relations officer), training times, membership information, club policies and documents, training times, committee, swimming/WP events etc.
- To create and maintain an annual calendar/fixtures list, including league and local and national championship details
- Implement amendments to the design of the website as required
- Ensure that any enquiries or contact coming into the club via the website are dealt with speedily and appropriately
- To monitor external sites for any suitable improvements to the clubs website
- Keep abreast of County Swimming (NOVA) developments which could impact on the club

Please see the club website for links to resources to help you carry out your role.

All volunteers are expected to uphold club policies, especially the child protection policy