

Patrons: Sharron Davies MBE, Stephanie Millward MBE

Webmaster Job Description

Role

To maintain the Club website, uploading refreshed content when provided by other Volunteers. Also, to maintain email forwarding on the membership database and keeping users/permissions up to date.

Skills

- Well organised
- Technical minded
- Good computer skills (but you don't need to understand web coding)
- Willingness to go and find things out (there is a lot of Team Unify material online)
- Have the ability to maintain confidentiality

Main Duties

- Support to Communications Manager to upload content, including Newsletters and update of images used across the site (the Communications Manager has overall responsibility for the website content)
- Support to publish meet information prior to and post our open meets
- Support to Membership Secretary to assist with new club memberships
- Support to Secretary to upload minutes, policies and other relevant information.
- Support committee members in uploading any revised policies or Job Descriptions
- Support to Club Photographer to process and upload images for potential sale onto the website
- Support to Secretary to update email forwarding
- Support Head Coach & Facility Booking Coordinator in ensuring Training Calendar remains up to date
- Ensure Renewal of domain name and email forwarding
- Ensure web site back-ups remain up to date
- Support members in their queries regarding use of the website, including raising queries with web site management system when necessary

Commitment

- Some requests from committee members are required to be actioned urgently
- Most request can typically be undertaken in 1-2 days
- Some requests are not time critical and can be undertaken within one week
- Typically, about 1hr per week, but this can increase before and after a meet, or if a major website change is being introduced.

Benefits to Self

Contribution to enabling the Club to achieve its full potential.