

Bicester Blue Fins

Job Description

Website Administrator

Skills Required

- Good organisational skills
- Knowledge of basic computer skills
- Good communication skills
- Knowledge of a web package would be an advantage

Main Duties

1. To update and maintain the Club website.
2. To enter and update RANX information.
3. To upload updated information to World Wide Web.
4. To take responsibility for communication with webspace provider.
5. To take responsibility for renewal of annual subscription.
6. Prepare and present a report at the Annual General Meeting of activities throughout the year.
7. To follow and promote the ASA Child Protection policy.

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____