



Role Outline: Website Administrator

RESPONSIBLE TO: Club Committee

COMMITMENT/DURATION: Elected position for the membership year

PREVIOUS EXPERIENCE REQUIRED: None

Role Purpose:

The role of the Website Adminstrator is to oversee the maintenance of the presentation and content of the Club's website.

Typical Responsibilities:

- Ensure that the website is a vital information hub and a useful resource for all club members through timely publishing of new and updated content to the club's website
- Ensure appropriateness of content published to the club's website
- Promote the use of the club's website
- Liaise with committee members to acquire information
- Look to grow user traffic to, and through, the club's website
- Maintain the currency of the website content (i.e. remove outdated content where appropriate)
- Have knowledge of GDPR and its applicability to the website
- Have knowledge of Club's Constitution and how the club operates.

Skills and traits

- Can communicate effectively
- Computer literacy and website publishing skills
- Good organisational skills
- Eye for detail

Key Relationships

- Chairperson and management committee
- Social media co-ordinator

Time commitment

- 1 hour a month on average