

# Webmaster

**Overview:**

Management of the club website, keeping it relevant, updated and as professional as possible in terms of design and content.

**Reports to:**

The Management Committee

**Time commitment:**

4 hours per week

**Responsibilities:**

- Keep the website and social media channels regularly updated and engaging.
- Oversee any design changes and recruit/brief designer if necessary.
- Manage relationships with authors and source club information.
- Manage external suppliers (such as hosting and domain names).
- Hold administrator permission and manage any other access levels by users.
- Manage the website's GDPR requirements and data security.

**Skills and attributes:**

- Thorough knowledge of the preferred website platform.
- Understand hosting and domain names.
- Able to write articles and upload photos and video.
- Organise content in a logical way with navigation and menus.
- Able to connect with Twitter and Facebook and push out updates.
- Able to update/back up the website when required.
- Knowledge of security measures including GDPR.