



WEBSITE ADMINISTRATOR

Role

To manage, maintain and develop the club website.

Skills

- Approachable.
 - Enthusiastic, with a good knowledge of the sport and club.
 - Well organised and efficient.
 - Confident and effective communicator.
 - A background in IT is desirable.
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Main Duties

- In conjunction with the management committee, identify an appropriate website structure and a content map, including, but not limited to:
 - general club information pages;
 - club notices;
 - teacher, helper and coach pages;
 - teaching section information (e.g. hat criteria and lesson timetables);
 - training squad information (e.g. squad criteria and training timetables);
 - masters information (e.g. about masters and masters' galas);
 - news posts;
 - gala calendar (including information sheets and entry forms).
 - Deliver and maintain an easy to navigate and good to look at website.
 - Manage the website domains.
 - Manage the website hosting.
 - Liaise with the Publicity Coordinator to ensure that the website helps maximise the exposure of the club to a wider audience.
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Commitment

An ongoing responsibility for dealing with website matters.
Attending monthly management meetings.

Benefits to Self

An opportunity to contribute to a successful swimming club.
