

Radley AC

Webmaster

Job description

General

1. Maintain the club's website.
2. Ensure the site stays up-to-date by gathering relevant information from team managers, coaches etc.
3. Post content e.g. match reports, notices, entry forms and images.
4. Check all content is suitable and does breach any club policies.
5. Create and manage people's logins that allow them to access the photo galleries and comments.
6. Develop the site (add new pages, graphics and improve site functionality).
7. Listen and action people's comments and suggestions about the site.

Administration

8. Be experienced with content management systems (CMS).
9. Have experience with Server Administration.
10. Maintain hosting and domain name costs/ supplier.
11. Be a member of the Clubs Committee and report to the Committee.

Essential

12. Access to a computer with a broad band internet connection.