



## JOB DESCRIPTION: WEBSITE CO-ORDINATOR

### ROLE

This role is to manage the club's website and update it with news of events, activities, social gatherings and upcoming activities to all members

**RESPONSIBLE TO:** Executive Committee

### SKILLS REQUIRED:

- Well organised and efficient
- Knowledge of the swimming community and swimming event organisation
- Business awareness
- IT/media publishing skills
- Confident and effective communicator

### MAIN DUTIES

- Liaise with the Club Secretary for all information to be included on the club website.
- Ensure the club website is up to date with current information
- Ensure historical out of date information is deleted from the website
- Contribute positively to the running of the Club.
- Attend quarterly committee meetings
- Adhere to the Data Protection Act.
- Develop and update the club web site
- Originate and update copy on general pages of website
- Keep the web site up to date and relevant
- Promote the club via the web site
- Monitor the visitors to the web site
- Maintain and update the calendar
- Take and respond to general media enquiries about the web site
- Manage links to and from other sites
- Optimise the site for the major search engines
- Support and enforce the club's policies
- Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP) and the club's EAP.
- To follow and promote the ASA Child Protection and Equity policies.

**Signatures:** Website Co-ordinator \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson/Secretary \_\_\_\_\_ Date: \_\_\_\_\_