

Web Manager Role description

The Web Manager maintains the club's public website and email accounts, and ensures that the website is secure, GDPR-compliant, compliant with club Privacy and Welfare and Safeguarding policies, regularly backed-up, and optimized for search engines. The Web Manager creates and maintains users, and ensures that the menu structure and organization of the website enable the club to disseminate information clearly, and that the look and feel of the website projects the club's values. The Web Manager is responsible for receiving updates from the committee and club officers and posting these to the website.

Responsibilities:

- Maintaining the club's public website and email accounts, including:
 - Applying updates to the website's underlying Content Management System (CMS) and extensions in a timely fashion.
 - Ensuring the website is secure, regularly backed-up, GDPR-compliant, compliant with club Privacy and Welfare and Safeguarding policies (this includes the use of photos), and optimized for search engines.
 - Creating and deleting CMS users, and assigning them the appropriate permissions.
 - Creating and deleting club email accounts, and setting up email forwarding and filtering rules as required.
 - Escalating issues to the club's web host as necessary.
 - Ensuring the club's domain (bedfordandcountyac.org.uk) is properly administered and renewed when required.
- Ensuring the structure and organization of the website enables clear dissemination of information.
- Ensuring the look and feel of the website projects the club's values.
- Posting updates received from the committee and club officers to areas of the website including:
 - Who's Who
 - Club Records
 - Fixtures
 - Role Descriptions
 - Club Policies

- The Club Development Plan
- Committee Meeting Agendas and Minutes
- Note that Results, Reports and general News articles are **not** included in this list because the club's Communications Manager is expected to have their own CMS user that can post directly to the Results, Reports and News areas.

Person Specification / Knowledge / Skills:

It is desirable for the Website Manager to have:

- An interest in technology, in particular the internet.
- A knowledge of and / or experience of working with the following:
 - Content Management System administration (particularly Joomla)
 - Website management
 - CPanel administration
 - Email account administration
 - HTML
 - GDPR
- Good organisational and interpersonal skills.

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