

ROLE: Website Officer

RESPONSIBLE TO: Chairman, Committee & Club Members

PURPOSE: To maintain the club website and liaise with BTF on ClubSpark.

COMMITMENT: 8 - 12 meetings a year plus ad hoc admin tasks.

Roles and Responsibilities

- To keep the club website up-to-date
- To liaise with Head Coach, Junior coordinator and committee to keep an online training and events calendar up-to-date
- To liaise with BTF on ClubSpark
- Work with the membership secretary to make sure ClubSpark and the website supports recruitment and membership processing
- To work with Club Kit Officer for sale/advertising of new kit windows on site
- To work with Communications Officer to keep club news page up-to-date
- To attend club meetings and events where required

Skills and Qualities

- Organised
- Methodical
- Able to use Pages website tool
- Knowledge of copyright and data protection laws
- Good copywriting and photography skills
- Proofing skills
- Ability to format documents and images for the web

NAME (please print)			
SIGNED		DATE	