



Role Description: Web Site Administrator

The role of the Web Site Administrator is update and improve the club’s website by liaising with the necessary personnel from within the club.

Responsible to:	<ul style="list-style-type: none"> • Secretary • Training & Development Officer 	Responsible for:	<ul style="list-style-type: none"> • Team Managers
Main Duties		Skills Required	
<ul style="list-style-type: none"> • Update fixtures, results and match reports. • Identify all appropriate club news and add to website. • Review and Maintain all content in accordance with Policies and Procedures. • Be creative in identifying potential areas of improvements to website. 		<ul style="list-style-type: none"> • Good management skills. • Excellent IT Skills. • Approachable and friendly. • Good listener and effective communicator. • Confident with good leadership skills. • Great organisational skills. • Able to delegate effectively. • Enthusiastic and a good motivator. • Knowledge of Data Protection Act. 	

The Commitment we are looking for

Managers / Committee meetings are held monthly in Doddinghurst Village Hall.

In addition, the AGM is held in June annually in Doddinghurst Village Hall.

Actively comply with:

- The Club Constitution
- Club Recruitment Policy
- Child Protection Policy
- Safeguarding Children Policy
- Equality Policy.

Review of the *Annual Review* and alignment of development plans to The Club vision and mission in accordance with The Constitution and associated policies.

The ‘term of office’ is one year and reviewed at the AGM. Commencing on appointment in accordance with The Club Recruitment Policy and subject to appropriate passing of a trial period (if applicable) and achievement of qualifications and successful CRB check.

Our Commitment to you

The Club secretary, The Committee, Treasurer and Training and Development Officer will provide assistance as necessary.



We will provide access to appropriate training courses to assist in the execution of duties.

We pay your expenses in accordance with our expense policy

Other Resources Available

<http://teamer.net> assists in team management and organisation. Teamer provides a free SMS text service making it simple to advise players and coaches of events, it is a secure and free solution and is a major benefit to club organisation and communication with players.”

The **runningsports** website (www.runningsports.org) has useful resources including Quick Guides, Top Tips, and information on available training including workshops and workbooks.

Also check out the following web sites for other available resources:

Sport Coach UK	www.sportscoachuk.org	Skills Active	www.skillsactive.com
Child Protection Unit	www.thecpsu.org.uk	CRB	www.crb.gov.uk
Club Mark	www.clubmark.org.uk		