

## **Job Description**

**Volunteer position: Webmaster for [www.slccc.co.uk](http://www.slccc.co.uk)**

### **Duties and responsibilities:**

- Provide hosting and server maintenance for slccc.co.uk
- Ensure the security and reliability of the site.
- Monitor web server and site technical performance.
- Undertake the day-to-day maintenance of the site and generally ensure it is in good running order and functioning properly.
- Troubleshoot the site including technical problems relating to content, links etc and make corrections as necessary.
- Redirect 'contact us' enquiries to the appropriate club officials.
- Provide weekly Google Analytics reports.
- Update the website content in relation to the following as required:
  - Events
  - Promotions (eg sliders)
  - Pricing and other changes as a result of amendments to the club pack
  - Coaching camps information
  - Club rules, regulations and Clubmark information
  - The addition and removal of content which requires html coding and can't be done by the Membership Secretary through Wordpress.
- Send out club emails to members up to four times a year re events and club news.
- Send out emails notifying of Clubtalk and AGM to members to members – approx four emails a year.
- In line with the club's Privacy Policy, facilitate the 'unsubscribe' function to ensure those who opt are suppressed from e-mailings.

### **Benefits**

Free Annual membership subscription.

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