The role of the Web and Media Officer will be to promote and maintain The Club’s internet presence

**Areas of Responsibility**

**Responsible to:**

* + The Club Executive Committee through the chairperson

**Purpose:**

* To support and advise The Club on its online presence, including web site, email and other relevant on-line activities

**Commitment:**

* + 2 – 4 hours per week plus committee meetings

**Main tasks:**

* Maintain The Club’s web site including arranging for payment and renewal of the site and domain name fees
* Ensure content published on The Club’s web site, Twitter and Facebook pages is relevant to The Club and in line with data protection guidelines
* Provide a mechanism for nominated club representatives to add content (posts and/or pages)
* Advise, support and co-ordinate any public relations activities
* Maintain any club related email addresses

**The Person**

* Knowledge of The Club and committee is essential
* Experience of managing a one or more web sites is desirable
* Proven experience of web site design is desirable
* Organised and structured approach to problem solving