Website Manager (Webmaster)

Summary

The club has a website that contains a lot of 'static' information about all aspects of the club as well as 'transient' information (articles). The website is operated as a 'WORDPRESS' site with support arrangements in place from a 3rd party supplier called KCS (Keswick Computing Services).

Responsibilities

- Ensure that the site is fully operational and manage any outages using the problem ticket system from KCS
- To oversee the way the site is being used by other 'contributors' in terms of where media files are stored and how articles are published
- To manage the 'static' pages and update as necessary based on input from committee members and other club officers
- To manage user profiles for other contributors – a profile has been created to allow other club members to add 'articles' (eg race reports, meet the member, events, race series information etc)
- To provide support and training to other users
- To act as a single 'point of contact' regarding changes to the website structure (changing existing and adding new features)
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Skills Required

- A 'decent' level of computer literacy with file management, file naming, computers, internet urls, Office software, image software
- A computer and tablet to set up and test web pages and articles
- A basic understanding of websites and social media

Time required

This is variable – some weeks there are hardly any demands for work on the site but sometimes there can be a 'flurry' of activity (eg Committee meeting, AGM, annual club championship promotion).

v1.0 – March 2022