

Warrington Swimming and Water Polo Club

Role Title: Web Site Manager

Responsible To: Management Committee

Role Purpose:

- To organise the club Web Site and arrange for updates to it's structure and content as agreed from time to time by the Management Committee.
- To be the point of contact for the external web site host. and arrange with the treasurer to make any necessary payments to this or any other web site providers agreed by the Management Committee
- To hold administrative password rights, and give rights to various contributors from the club as agreed from time to time by the Management Committee to post news, photographs and fixture lists.
- Be sole arbiter of any content or links to external sites that is deemed inappropriate, and remove as necessary. Report any such infringements to the Management Committee.

Main Duties and Tasks:

1. To maintain the website structure and content including links to other social media in accordance with principles agreed by the Management Committee
2. From time to time review content and make recommendations to the Management Committee on changes to structure or content, and whether any external advice and funds are required to implement these recommendations
3. To issue guidance to club members on how to use the website, and assist with posting contributions provided by Coaches and other club members
4. In conjunction with Coaches and other officials make available links and resources for coaches, volunteers, swimmers and players to further their development in their sport
5. In conjunction with relevant club officials, post administrative, constitutional and other information that is useful for the general club membership
6. Publish the results of fixtures provided by each team Coach or Team Coordinator to the web site as required.

Skills Required

1. The use of own initiative in the collection of basic information and decision making associated with the preparation of the web site
2. On the advice of the Management Committee investigate any queries or problems associated with the web site.
3. Possess a sound working knowledge of the Constitutional Rules of the club and of the ASA Competition Laws and Regulations.
4. Possess a sound practical working knowledge of the policies of the club with an understanding of administration and financial recording procedures
5. Posses good communication, presentation and numeric skills.
6. Must be articulate
7. Must be computer literate.

Key Performance Indicators

1. Make reports as and when required to the Management Committee unless prevented by exceptional circumstances. .
2. Effectiveness of the contribution to, and help in, the delivery of, plans, targets and standards that support the attainment of the objectives of the club.
3. Results of formal monitoring and evaluation system of the web site and its utilisation