

## Website Manager Role Description

<b>Responsible to:</b>	<b>Swim England Essex Management Committee</b>
<b>Appointed by:</b>	<b>The Annual General Meeting</b>
<b>Term of Office:</b>	<b>One Year</b>
<b>Status:</b>	<b>Voluntary Post</b>

### The Role

The duties of the Website Manager shall include, but not be limited to the tasks listed below. Where the Website Manager and Management Committee agree, the responsibilities may be shared by others within the committee, although overall accountability shall rest with the Website Manager.

Commented [HS1]: Management committee

Commented [HS2R1]: Website manager

### Duties

- Be responsible for maintaining and updating Essex County's online presence through the County Website
- Liaise with external hosting or web support providers if technical issues arise
- Ensure information is accurate and easily accessible to members and the public
- Maintain and update website content, including news, event information, results, policies, contacts and other relevant information
- Ensure key documents (e.g. meeting minutes) are uploaded and kept current
- Liaise with committee members to publish announcements, updates, and ensure the website effectively supports Essex County's activities
- Keep the site layout user-friendly, clear and accessible
- Ensure the website is optimised for search engines to improve visibility
- Ensure GDPR compliance in published content and data visibility
- Suggest improvements to website structure or features as needed
- Carry out periodic checks to remove outdates information or broken links
- Provide basic technical support for the website and any other Essex County online platforms
- Provide basic assistance to all Sub-committees and Management Committee with access to and use of their Swim England Essex email accounts
- Product a report on website statistics for inclusion at the AGM
- Adhere to and promote Swim England's Child Protection and Safeguarding Policies
- Adhere to and promote SE Essex Constitution

Commented [HS3]: All sub-committees and management committee

**Person Specification**

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Be a Swim England Member and a member of a Swim England East Region club	Experience of serving on and reporting to committees
Familiarity with content management systems	Experience of maintaining a club website or other business website
Understanding of website layout, file uploads and user access	
Strong organisational and communication skills	
Ability to explain simple technical issues in plain English	
Awareness of inline safety and data protection best practices (including GDPR)	
Willingness to attend meetings and deal with issues as required	

**Commitment**

Attend SE Essex County Committee meetings – currently 8 times a year

Attend SE Essex County AGM – Annually in December

Ad-hoc hours to update and maintain the website