



Please note all role descriptions are for guidance only. Please adapt/add to this basic information to ensure it is relevant to your club's requirements.

Webmaster

Purpose

To create and maintain a dynamic and easy to navigate website to showcase the club, ensuring that up-to-date information is presented attractively for visitors.

Key aspects of the role

1. Lead on website creation and maintenance

Create/update the website and design a navigation structure for players, opposition, coaches, volunteers, spectators, members, sponsors, media and other stakeholders, ensuring that there are regular updates to the news stories on the front page of the site (work with the Social Media Officer to share these articles) and the fixtures and results section.

2. Act as a point of contact for website content

Liaise with the Communications and PR Manager and the club committee to publicise club events on the site and ensure the site complies with the code of conduct and reflects the values of the game.

3. Maintain the commercial side of the website

Promoting sponsors, where applicable, and managing any e-business transactions that occur on the website.

Is this role for you?

If you have good IT skills and a working knowledge of website creation and design, sound judgement and a strong attention to detail, you could hold a position where you will have the chance to be creative and put your web design and journalistic skills into practice for the betterment of the club.