

Job Description: Website Manager

Role: Volunteer (Unpaid Committee Position)

Time: 1–2 hours a week (flexible, with a busier period before the season starts)

Reports to: Executive Officer / President

What is the goal?

Maintenance of the Melville Roar website which includes keeping it up to date, accurate, and easy to navigate so that new and current families can quickly find information about registration, schedules and events.

What will you do?

- **Update key information:** Refresh the website ahead of the season with current registration dates, fee structures, calendar events, sponsors and timetable changes under direction of the executive officer.
- **Publish news and results:** Create new posts including competition updates, images, club announcements etc.
- **Maintain the layout:** Ensure website links and downloadable files (like the club handbook or maps) work correctly.
- **Security Management:** Manage user access passwords for committee members and ensure the website's domain and hosting renewals are managed with the executive officer and treasurer.
- **Maintain mailing lists and email addresses:** Manage members of user access passwords for committee members and ensure the website's domain and hosting renewals are tracked with the executive officer and treasurer.

What skills do you need?

- Some IT background including managing content platforms will help (currently on WordPress).
- Strong written communication skills with a sharp eye for spelling and detail.
- Reliable time management to make quick updates when urgent information changes.