



WEBSITE CO-ORDINATOR

Summary:

The Website Co-ordinator manages the Club website and shares in the management of the Club social media profile/s.

Responsible to:

The Website Co-ordinator is elected by the South Upwey Netball Club members and is responsible for representing the views of the South Upwey Netball Club members.

Responsibilities and Duties:

- Work with other committee members to ensure relevant Club information is published on the website, in the appropriate place
- Manage all aspects of Club website
- Share in the management of Club social media accounts
- Share in the management of Club uniform / ticket / event orders
- Represent the Club at local level
- Participate in Club Committee meetings as outlined in Model Rules and in accordance with member wishes.
- Identify opportunities to increase enrolment into the club through social media
- Attend at least one MDNA Delegate meeting.

Knowledge and Skills Required:

- Intermediate IT skills and knowledge
- Some familiarity with website management
- Media/social awareness
- Familiarity with Google/Gmail platform and products
- Ability to create creative and engaging content, or co-ordinate its creation
- Ability to communicate well with others
- Is well organised and can be responsive at short notice
- Can maintain confidentiality on relevant matters