

Role description – Webmaster

Role summary

The Webmaster serves as the primary contact for all aspects of the Bu3a website and external Facebook page, including handling design and development, routine site and content maintenance, and various updates to ensure the website is exciting, accurate and current and reflects the spirit, values and variety of Bu3a.

Main responsibilities

In addition to the statutory requirements and responsibilities of Trustees of charitable organisations in the UK as laid down by the relevant regulatory bodies,

1. The Webmaster is the moderator of the Bu3a website and external Facebook and ensures content reflects well on Bu3a and is compliant with Bu3a policy and good practice.
2. Engages with members, Group Coordinators and Executive Committee regularly to discuss current and future functionality and content.
3. Updates the website and works with Coordinators in the updating of Group pages, advising on content, to ensure consistency of quality and content across the website.
4. Brings ideas, creativity, and skills to ensure the website is attractive and informative and easy to navigate.
5. Ensures content is current and relevant.
6. Monitors content for breaches of privacy and advises accordingly.
7. Monitors site security (in liaison with the System Administrator).
8. Monitor and report on web traffic.
9. Ensure a comprehensive handover to successor.