



NPSC Non-Executive Committee – Club Web Manager

Reports To:	Executive Committee
Job Inductor:	Shane Burrows
Purpose of Role:	Manage the format and content of the club's website ensuring it is up to date and a ready source of club and association information as well as portraying a positive image of the club.
Key Tasks and Responsibilities:	<ul style="list-style-type: none"> ▪ Ensure website contains names and contact details of the executive committee members and non executive roles ▪ Ensure website contains details of coaches, team managers, training times and game start times. ▪ Make the website interesting / fun, showing photos of players, social events etc. ▪ Ensure it has a notice / message board where items can be posted as well as having a section with latest newsletters and a list of club sponsors. ▪ The website needs to be reviewed / refreshed on a regular basis and out dated information / news either archived or removed. ▪ Post latest club rosters on website as provided by the Club Rostering Officer and interact with the club's Publicity and Community Liaison Manager seeking relevant information to put on the website as well as using them as an avenue to promote the website. ▪ Provide feedback to the club's executive committee in regard to level of information and ideas forthcoming for putting on the website. i.e how well is it being supported with ideas and relevant material
Experience and / or Qualifications:	<ul style="list-style-type: none"> ▪ Good working knowledge of web development and data/information management ▪ Some experience in desktop designs would be desirable.
Desirable Personal Qualities:	<ul style="list-style-type: none"> ▪ Good club person with enthusiasm and energy ▪ Attention to detail. ▪ Passion for websites being the preferred form of passive communication.
Timing:	
Approx hours pw	2-3
Frequency of work	Committee meetings only when required/desired.
Length of commitment	One year elected at AGM