

EBUFC Webmaster

Role

To ensure the club website is kept up to date and relevant.

Commitment

Approximately 1-2 hours per week. Very busy at change over of the season with change of age groups and documents (June/July)

Responsibilities

1. Ensure the Website is kept up to date as required by the committee.

- Team updates- seasonal and interim if/as necessary
- Calendar entries
- Document updates especially managers' zone
- Addition of monthly & AGM minutes

Constraints

Must have own PC/Laptop access and at least minimal IT skill set.

Accreditation Criteria

CRC Check

Committee safeguarding certificate.