JOB TITLE: Web Manager

JOB SUMMARY

Manage the overall design, development, and maintenance of the Association's website.
Maintain existing technologies/platforms being used whilst looking at supporting future aspirations.
Manage website committee.

RESPONSIBLE TO

IT Manager

DIRECT REPORTS

None

RESPONSIBILITIES AND DUTIES

- Manage and support the 41 Club website.
- Collaborate, with external support, companies and developers to resolve issues and enhance system functionalities.
- Monitor system performance and ensure optimal operation of the different websites.
- Manage accounts, permissions and licenses, ensuring compliance with 41 Club policies and industry standards.
- Maintain the pages on the 41 Club Website at 41Club.org (and 41clubconnects.co.uk)
- Maintain the Domain records for the Association.
- Implement and maintain security policies, data loss prevention and compliance measures within the website delivery.
- Provide training and support to members on website and microsite use as required.
- Stay current with the latest updates and features in relevant and related technologies.
- Maintain close working relationship with the IT manager
- Participate in and attend all National Council & Board Meetings, providing a written report to the National Secretary of activities prior to each meeting as required.
- Support the Comms Officer & IT Manager through administering the various Facebook pages and groups
- Management of 41 Club Zoom accounts
- Create and maintain the 41 Club Events Booking websites

PERSON SPECIFICATION

Skills and Knowledge

Essential

- Excellent interpersonal and communication skills, and ability to build rapport and credibility with a wide range of stakeholders both internal and external to 41 Club.
- Ability to think creatively
- Ambition and drive to get the job done.
- Able to work well with others to debate and make key decisions.
- Proven experience as a website manager or similar support role.
- Strong understanding of WordPress and website support systems and user management.
- Familiarity with cloud services, cybersecurity practices and infrastructure.
- Excellent problem-solving skills and the ability to work with cross-functional teams.
- Confident in liaising with members and National Councillors to ensure best practice is shared.

Desirable

- Confident in liaising with members from all over the world.
- Confidence to deliver training to members as required.

Key Activities

- As a member of the National Council implement decisions made by the Council/Members and carry out the business of the Association.
- Forward planning for the future of the Association with relevant technology advances.