

Deepings Swimming Club



JOB DESCRIPTION: WEBSITE MANAGER

JOB TITLE: Website Manager

RESPONSIBLE TO: DSC Committee

SKILLS REQUIRED:

- Well organised and accurate
- Communication Skills
- Administration Skills
- Computer and website development/management knowledge

MAIN DUTIES

- 1) Responsible for the management and maintenance of the Deepings Swimming Club website, ensuring it remains an accurate and current source of information both for club members and those wishing to join DSC.
- 2) Ensure that information contained on the website is maintained and accessible in accordance with the ASA Guidelines on websites and other such legislation including the Freedom of Information Act.
- 3) Issue such communications to DSC members through the club e-mail notification system as requested by the DSC Committee, Club Coach, gala selectors or other nominated club members.
- 4) Post results and other publicity on the website as provided by the Public Relations Officer or other nominated club members.
- 5) Liaise with the DSC Committee periodically on format and presentation to ensure that the site complies with ASA Guidelines but that it also remains fresh and appealing to users
- 6) To follow and promote the ASA Child Protection and ASA Code of Ethics and Equity in Sport policies.

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____