Redhill & Reigate Swimming Club

Club Webmaster

Role Objectives:

As the Club Webmaster you will be in charge of building and improving the clubs website and keeping the information on the website up to date, also ensuring emails are working correctly and updated by request.

Person Specification:

1. Creative- the website should be well presented, attractive and user friendly for the public.
2. Good management skills- is required to ensure the site meets the demands of the club and the clubs members.
3. A great communicator- both written and oral communication skills are essential when transferring the information given from the club to the information published on the website.
4. Computer literate- A good experience working with web design/management is very helpful as a club webmaster

Duties and Responsibilities:

1. Content- Webmasters work with the club committee, club coaches within the club to determine the strategy and function of the website and to supply high quality and up to-date information supplied from the club.
2. Functionality- The functionality, as with the content, is co-managed by other members within the club to meet the requirements of the club. This could be adding an online catalogue for a club shop, photos, event information etc.
3. Performance- It is the webmasters role to control and maintain a high performing website, testing content to ensure clear display, easy to use site maps, and meet's accessibility demands and requirements
4. Troubleshooting- Linked with performance, the webmaster must perform regular checks to repair broken links or troubleshoot any and all problems with content (such as unloading photographs/videos). Security systems must also be managed by the webmaster to ensure protection from viruses or cyber criminals.
5. Email functionality – ensuring this is working and update any requests as they come in from the club committee.
6. To have an understanding of Team Unify (Lots of tutorials are available + training sessions)