

JOB DESCRIPTION



TITLE	WEBMASTER
DATE REVIEWED	May 2014

1. Purpose of Role

The Webmaster is responsible for the management of the A2B website (www.a2balbania.org) using wordpress, ensuring the site is secure, up to date, professionally presented and maintaining its Christian identity. In addition the webmaster is responsible for the management of the A2B mailing list, ensuring pre-prepared material (prayer lists, appeals, donor information) is sent out in a timely and professional fashion.

2. Position in organisation

- Reports to: Board of Trustees
- Direct reports: None (possibly Trustee for Communications?)
- Maintains close contact with Trustees and other volunteers producing material

3. Key Responsibilities

3.1. Maintain Website

- Become familiar with Wordpress
- Ensure that A2B website is fully operational
- Moderate any external interaction with the site (comments, emails etc.)
- Ensure that the security of the site is preserved
- Maintain links with other digital media sources (facebook, twitter)

3.2. Update Website

- Ensure updates are in line with the A2B communication policy
- Take content from others in A2B, reformat and upload. It is not expected that the webmaster will be responsible for creating original content but rather taking material from others and making it suitable for website presentation.
- Regularly change content and formatting to ensure the site is looking fresh
- Add new plugins and other website improvements as required.

3.3. Plan for Future Upgrades

- Maintain awareness of wordpress updates and future changes and understand the impact this could have on the current site.

3.4. Maintain Mailing list

- Add and remove supporters from mailing list
- Take content from others in A2B, reformat and distribute. As with the website it is not expected that the webmaster will be responsible for creating original content but rather taking material from others and making it suitable for email distribution.

3.5. Report to Trustees

- Collect and provide traffic data to the trustees
- Provide an annual report (few pages) on changes, improvements and challenges faced during the year.

4. Other Information

- The responsibilities above should not require more than 1-2 hours per week of the volunteer's time.
- No equipment or office space will be provided.
- Expenses will be reimbursed subject to approval from the board of trustees.