

Appendix 3 (i)



Affiliated Club

JOB DESCRIPTION: WEB SITE FACILITATOR

JOB TITLE: Web site facilitator

PURPOSE: The web site facilitator is responsible for the development and maintenance of the website.

RESPONSIBLE TO: Management committee (Chairman, Secretary, Treasurer, Head Coach).

SKILLS REQUIRED:

- Well organised
- Communication Skills
- IT and Administration Skills

MAIN DUTIES:

1. The administration and development of the web site
2. Ensuring that all information posted on the site is current, appropriate and does not contravene the data protection act.
3. Administration of fundraising initiatives through the web site, coordinating with fund raising officer and treasurer
4. To follow and promote the Club/Swim England policy ensuring that photographs are not intrusive and are in line with the club/Swim England Safeguarding policy.

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____