

EAST RETFORD RUGBY UNION FOOTBALL CLUB

FOUNDED 1952



JOB DESCRIPTION

Webmaster

Name of Webmaster:

Responsible to: General Committee

Purpose:

To create and maintain a dynamic and easy to navigate website to showcase the club, ensuring that up-to-date information is presented attractively for visitors.

Key aspects of the role:

1. Lead on website creation and maintenance.

Create/update the website and design a navigation structure for players, opposition, coaches, volunteers, spectators, members, sponsors, media and other stakeholders, ensuring that there are regular updates to the news stories on the front page of the site (work with the Social Media Officer to share these articles) and the fixtures and results section.

2. Act as a point of contact for website content.

Liaise with the Communications and PR Manager and the club committee to publicise club events on the site and ensure the site complies with the code of conduct and reflects the values of the game.

3. Maintain the commercial side of the website.

Promoting sponsors, where applicable, and managing any e-business transactions that occur on the website.

The above list of tasks is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope the role.