**JOB DESCRIPTION: WCU WEBMASTER**

**Title:** Webmaster

**Reporting to:** Executive Director; Management Board

**Appointed by**: Annual General Meeting

**Duties and responsibilities:**

* To maintain the current WCU website in an up to date status ensuring all updates and antivirus protection are in place.
* To maintain a competent and efficient back-up strategy, securing all relevant WCU data
* To ensure that website content is of a high standard and has been vetted before publication, avoiding abuse and other offensive content.
* To maintain an up to date Calendar and Don’t Forget are on the home page.
* To ensure urgent notices are uploaded to the website as soon as practicable.
* To ensure official mailboxes with adequate capacity are available to all WCU officers.
* To keep a record of all webserver costs for reporting to the Finance Director.
* To attend meetings of the Management Board.

**Qualities / experience:**

* A basic knowledge of creating posts and pages in Wordpress.
* A basic knowledge of creating links and adding images with reduced file size in webpages using Wordpress.
* A basic knowledge of FleZilla to upload files, entry forms and images to the server.
* A knowledge of logging into Fasthosts to monitor the website regarding mailboxes and official emails.
* The ability to liaise with Fasthosts when the server is down in order to restore the website when it becomes unavailable.
* The means to contact fellow Management Board members by email or telephone as appropriate.