

**Middlesbrough AC**  
(Mandale)



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## **ROLE SPECIFICATION**

### **Website Developer**

**Responsible to:** Committee

**Skills required:** ability to communicate effectively and with confidence  
ability to use technology effectively

**Role requirements:** have access to a computer / laptop

### **Responsibilities**

- promote the best interests of the Club both locally and nationally
- facilitate the uploading of information from the Committee onto the Club website
- produce regular updates for the Club website of club related and national stories of interest to Club members
- upload Club documents where appropriate
- set up email accounts for Committee members
- liaise with the Membership Secretary regarding the display of photographic images on the Club website
- monitor the site for suspicious users
- ensure that information to be placed on the Club website conforms to Club and national standards and regulations
- compile statistics regarding website usage
- liaise with the Treasurer regarding website licence and domain name
- screen the Club facebook pages to ensure that content is appropriate
- provide a report to the Secretary for the AGM
- attend Committee Meetings or, if unable to do so, provide the Club Secretary with a monthly update

Signed \_\_\_\_\_

Date \_\_\_\_\_