

HNBC Web Content Editor - Job Description

Background information

The Website Content Editor (WCE) is responsible for monitoring the club's website content for accuracy and relevance, uploading new material to, and removing out-of-date material from, the club's website. WCE works closely with the Webmaster for all technical matters.

TASKS

- 1. Boat information**
 - 1.1 Upload text and images of historic boats, liaising with Archivist for accuracy
- 2. Calendar of Events**
 - 2.1 Add dates of committee and members' meetings
 - 2.2 Seek and add information about annually occurring waterways events
 - 2.3 Share events list with Newsletter Editor
- 3. Committee email communication**
 - 3.1 Inform Webmaster of changes to club email addresses
 - 3.2 Add to or remove email addresses from committee email group
- 4. Publicity**
 - 4.1 Refresh and update banners on the two versions of the Home page
 - 4.2 Add short stories to publicise particular events (eg club gatherings)
 - 4.3 Work with Press Officer to co-ordinate publicity
- 5. Newsletter**
 - 5.1 Upload latest newsletter, images and extracts on receipt from Newsletter Editor
- 6. Members' area**
 - 6.1 Upload PDFs of approved minutes on receipt from Minutes Secretary
 - 6.2 Ensure committee list is up-to-date
- 7. Shop (on-line)**
 - 7.1 Upload or delete text and images of stock as determined by Shop Organiser
 - 7.2 Liaise with Shop Organiser and Webmaster to track order problems

SKILLS AND KNOWLEDGE

Computer literacy

- Confident in the use email and word processing software
- Knowledge of, or willingness to learn, file naming conventions and HTML terminology
- Be able to input data accurately and to cross check for sense
- Keep up-to-date with the requirements of the Data Protection Act

Administrative skills

- Be methodical, diligent and systematic
- Document changes to the website
- Excellent written English together with strong proof-reading skills

Personal skills

- Work constructively with Webmaster, Archivist, Newsletter Editor, Shop Organiser, Press Officer
- Be approachable to members and non-members who send queries
- Discretion, especially where negotiations are on-going. If in doubt, guidance should be sought from the club Chairman or Secretary.