

## Website Administrator

### Role and Person specification

#### Role

- To plan and organize the Society's Website which is the prime communications platform for Members.
- To establish a communications platform based, inter alia, to provide the detailed information as shown in the page content listed below.
- Establish and maintain on an Event by Event basis the relevant participation Forms and associated response emails and messages.
- Respond to members changes in Profile information and Handicap levels.
- Establish reports for each of the Forms created.
- Update news items so as to keep Members fully informed on the Societies activities.
- Create Pre-View reports for each of the Venues selected by the Competitions Secretary.
- Post Event Results to the relevant page of the website.
- Manage the hosting of the website and monitor application module licenses.
- Structure and implement a bi-yearly survey of Members Golf Course likes and dislikes.
- Structure and implement Surveys of the Membership as requested by the Societies management Committee.
- Keep updated and relevant details of the Society encompassing History, Trophies, Trophy Winners, Presidents, Roles and Constitution.
- Maintain an annual photo gallery of the yearly Events.
- Police the Society 'Shop' application to ensure its successful operation in liaison with the Committee Member responsible for Clothing.
- Integrate and use third party software for competition results reporting (such as HandicapMaster).

#### Website Page Content

1. **Home Page** - This page can be seen without being logged-in.  
New Members Welcome Message, About the Society, Information on Current Centenary thoughts, Fixture Calendar, Next Fixture Information and Preview.
2. **About the Society** - History and background of Society details of Constitution.  
About the Society, History, Trophies, Presidents, Role of President and Vice President, Society Constitution.
3. **Fixtures & Handicaps** - A list of Society fixtures and your Club Handicap details which can be amended, together with details of a Members current Society Handicap.  
Fixtures, Annual Competitions, Club & Society Handicaps, About Handicap Notes
4. **Membership** - Contact information, New Member Application Form and Society Rules.  
Member Directory, List of Committee Members and their responsibilities, Society Rules, Details of Roles Performed by Committee Members, Application Form for download, AGM Documents,
5. **Profile & Password** - Amend Member Profile details and change Password.  
Profile Form, Change Password option
6. **Results & Reports** - See Results of all Competitions and read Event Pre-Views and Reports.  
Previews and Reports, Competition Results.
7. **Photos** - Record of Events throughout the year.
8. **Committee Page** - This page can only be viewed by Committee Members  
Committee Meeting Minutes, Handicap & Data Administration.
9. **Shop** - This page can be viewed by selected Roles  
Listing of Society Clothing and ability to purchase products.

10. **Admin Handicap Update** -This page can only be viewed by Competitions Secretary Adjust Members Club & Society Handicaps, Table of Members Handicaps with Excel Download facility.
11. **Event Entry Forms** -This page can only be viewed by Competitions Secretary. Event Entry Forms, Annual Competitions, AGM & Dinner
12. **Page Reports** -This page can be viewed by selected Roles and interrogates Forms. Event Report, Subscription Report, Membership Download, AGM & Dinner Attendance, Course Survey Report, Unable to Attend Report, Shop Sales Report.
13. **Module & Banner Parking** -This page can only be viewed by Website Administration. Contains annually reused items

### **Person specification**

- A person who can deal effectively with detail.
- Someone who is numerate and capable of working under pressure
- IT literacy (Word, Excel etc.) is a prerequisite.
- Knowledge of website development, HTML and CSS Code and Photoshop (or similar graphics package) would be greatly advantageous.
- Ability to use Portal design and configuration software (DNN).