



Website Co-ordinator

Role Description:	Website Co-ordinator (Business Services)
Reports to:	Christopher Smith (Marketing and Media Manager)
Responsible for:	Providing and managing a promotional website

Outline of the role:

To develop, curate and maintain the promotional website for Poacher 2021

Requirements:

- To build and manage a website, with content management system
- To work with the media and marketing team to plan and schedule content
- To provide content templates and deadlines to other teams
- To upload and manage content in the run-up to the event
- To upload and manage content during the event

Other information:

This role is for the promotional website, and does not include booking system management. It could be split into two roles – a website content manager, and a website build manager.

Person Specification:

E = Essential D= Desirable

- Experience of the Scout or Guide Association – E
- Knowledge of WordPress content management systems - E
- A flair for visual communication – D
- Good written communication - E
- Ability to work as a part of a team – E
- Able to volunteer in the evenings and at weekends – E

Application by email to:

Christopher Smith
Marketing and Media Manager
christopher.smith@poacher.org.uk

Deadline for applications: Monday 10th December 2018