

## Website Editor Role Description

### Website Editor

***Responsible for editing and developing the website to drive awareness of the venue and activities.***

#### Main duties

- To keep all information up to date including events pages, committee listings and contact details
- To publish match results and reports as soon as possible after the event
- To promote membership information, competition and coaching activities, plus location details to ensure potential members know where to find you
- To ensure only appropriate content and where possible diverse images are used
- To regularly review safeguarding and EDI guidelines
- To ensure the website meets minimum accessibility standards
- To identify potential areas for improvement
- To link to relevant websites, such as the county association, LTA website and safeguarding pages as well as community organisations and schools that you work with
- To consider search engine optimisation tactics to make your website easy to find – add keywords or ‘meta tags’ into your Content Management System (CMS, where you publish news stories) and don’t duplicate pages

#### Skills and traits

- Experience of editing a website ideal
- Good IT skills and understanding of social media
- Excellent written skills
- Trustworthy
- Has own laptop/computer/tablet

#### Key Relationships

- Chairperson and management committee
- Coach
- Marketing/communications officer
- Social media co-ordinator
- Juniors and Seniors captains

#### Time commitment

- 1-2 hours per week

#### Criminal records check

- Dependent on their contact with children and/or adults at risk and/or access to confidential information