

Website Editor Role Description

Overview of the Role

The Website Editor coordinates the editing and developing of the website to drive awareness of the venue and activities.

What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Keeping the website up to date including events, committee listings and contact details
- Publishing match results and reports as soon as possible after the event
- Promoting membership information, competition and coaching activities
- Ensuring the website meets minimum accessibility standards
- Linking to relevant websites, including the county and the LTA
- Considering search engine optimisation tactics to make the website easy to find
- Providing support to other Committee Members in the pursuance of their duties

Skills and experiences needed for the role

- Experience of editing a website is ideal
- Good IT skills and understanding of social media
- Excellent written skills

Training and support available

In this role, you will receive on-the-job training from the previous incumbent who will go through the processes with you. You will then receive ongoing support from the other Committee Members.

Commitments

- Time commitment will vary dependent upon tasks but on average this will be around 1 hour per day
- You will need to attend committee meetings and the AGM
- You may be asked to participate in LTA club on-line forums

Further Information

- This role does not require a DBS check

Competition Organiser Role Description

Overview of the Role

Competition Organisers are responsible for organising our competition programmes throughout the year.

What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Developing an annual plan of competition catering for different ages and standards, based on court availability
- Liaising with other committee members to promote events through all possible channels
- Booking courts for each event
- Organising referees and supervisors/helpers for each event
- Preparing entry forms, managing entries, entry fees and correspondence
- Organising catering
- Ordering/checking equipment needed for each event
- Arranging competition organiser courses for members interested in supporting events
- Involving our tennis to support in the pre-event organisation and on the day
- Implementing reasonable adjustments for players with disabilities

Skills and experiences needed for the role

- Approachable and friendly
- Good communication skills
- Good IT and organisation skills
- Reliable and trustworthy

Training and support available

Before starting in this role, you will receive training from [] who will go through the process with you. You will receive ongoing support from [].

Commitments

- On average this will be around [] hours per week during busy periods (e.g. around events), but less at other times

Further Information

- This role requires a DBS check – speak to the Welfare Officer for more information

List of Duties:

1. Maintaining the website by:

- Keeping all information accurate and removing passed events
- Advertising upcoming events
- Booking courts for league matches
- Entering all date on the website diary, ensuring there are no clashes of matches
- Maintaining diary accuracy

2. Main contact