



VOLUNTEER ROLE DESCRIPTION

Introduction

Suffolk Lawn Tennis Association is a county tennis association which is a member of the LTA, the National Governing Body for Tennis in Great Britain. The Association is generally known as Suffolk Tennis. Voting members are clubs within the County that are registered with the LTA. Schools, other educational establishments, and parks registered with the LTA and located within Suffolk are also supported by the County but are not voting members. The management of SuffolkTennis is overseen by a volunteer Management Committee elected annually by its Members. The Management Committee in turn oversees several sub committees responsible for specific aspects of County Tennis.

The vision and mission of SuffolkTennis are aligned with those of the LTA: tennis opened up; to grow tennis by ensuring it is relevant, accessible, welcoming and enjoyable. The Association works closely with the LTA to promote and deliver agreed strategies and carry out specific responsibilities at County level. We value diversity and inclusion, and encourage people from all backgrounds and experiences to apply to join Suffolk Tennis, to help broaden our perspectives in everything we do. We want our members to be advocates for equality in the role they hold and to embed equality, diversity and inclusion into all work and functions.

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 with current content, including events, committee listings and contact details
- Promoting membership information, competition and coaching activities
- Ensuring the website meets minimum accessibility standards
- Linking to relevant websites, including the county and the LTA
- Tracking other counties web sites for information
- Coordinating with the social media volunteer
- Considering search engine optimisation tactics to make the website easy to find

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

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



Commitments

- Time commitment will vary dependent upon tasks but on average this will be around 2 -3 hours per week
- You will not be required to attend committee meetings

Further Information

- This role does not require a DBS check
- Eligible for tickets to tournaments and competitions