



## **Vacancy: County Website Manager**

Status:	Volunteer Role
Reporting to:	Assistant County Commissioner (Communications)
Responsible for:	Those maintaining elements of the County website

Post can be either County Scouter (warranted role) or County Adviser (non warranted).

*Responsibility for ensuring that the County Website is a key resource in supporting volunteer leaders across the County and brings to the attention of young people Scouting opportunities open to them.*

### **Key elements:**

- To take responsibility for the maintenance and development of the County website.
- To provide support and guidance for those maintaining elements of the County website.
- To ensure that the county website is an asset to local Scouting, and can be used as a key tool for internal communications (with adults and young people), and external communications..
- To administer the County email forwarding system (i.e. all something@avonscouts.org.uk addresses).
- To provide guidance to Districts and Groups on website development/maintenance.

### **Person Specification**

- Understanding and experience of website design and maintenance. (e)
- High quality, high speed internet access. (e)
- Understanding of the ethos of Scouting. (e)
- Internet access during office hours. (d)
- Understanding of content management system (CMS) website provision, and ability to develop a new 'CMS' system for the county website. (d)

(e) = essential (d) = desired

### **Notes:**

- The vast majority of this role can be performed at times convenient to the postholder.
- Role is currently performed by ACC(Comms); there can be a phased handover if this would be helpful to the new postholder.
- Potential "job share".