

GOC Web & IT manager

Proposed 2022-23 workplan & budget

Drafted by Martin Gilbraith 21 Sep, for 15 Oct Board meeting
Ref. proposed [Web & IT Manager role description](#)

RWD = Retained Website Developer, Owen Morris

WUG = Website User Group, currently still but only Andy Fisher

Q1 - Oct-Dec 2022

- Attend Oct Board meeting & appointment to role
- Induction to website & admin access, review of RWD role & contract with Owen and agree means of coordination & collaboration
- Review of collected WUG recommendations for website enhancements and user training & support (such as short instructional videos) with Owen, implementation of quick & easy wins and action planning for others
- Draft & circulate membership survey for feedback & suggestions and for volunteers to join WUG

Q2 - Jan-Mar 2023

- Reconvene WUG, agree Terms of Reference and ways of working. Eg. to consult members/users, advise on and support delivery of updates & development projects, user training & support; to involve up to eg. 6-12 incl. RWD, Board member, Mktg committee member, Group Co-ordinator, Event leader, new member, long-standing member
- Review survey suggestions and collect & review further suggestions for website enhancements & user training & support, implementation of quick & easy wins and action planning for others
- Consider & draft any proposals & budgets for revised contract with RWD and/or larger, longer-term development projects or contracts with him or other suppliers - likely including design refresh

Q3 - Apr-Jun 2023

- Attend Apr Board meeting, report on Q1 & Q2 and submit any proposals & budgets for revised contract with RWD and/or larger, longer-term development projects
- Online members support session with Owen for training, troubleshooting, feedback & suggestions?
- Commission and manage any larger/longer term projects - likely including design refresh
- Continue to work with WUG to collect & review suggestions for implementation and/or action planning

Q4 - Jul-Sep 2023

- Continue to work with WUG to collect & review suggestions for implementation and/or action planning
- Continue to manage & conclude any larger/longer term projects
- Prepare to report on Q3 & Q4

Annual Budget for Board pre-approval

£2,000 to cover additional ad-hoc hours under current contract with Owen RWD, plus ad hoc expenses for eg. subscriptions to additional online tools or website plugins.

Nb: platforms & tools in current use

- Wordpress - website
 - Dropbox - Board file storage
 - Zoom & Wonder - online meetings
 - Google calendar & Calendly - scheduling of online meetings
 - Twitter, Facebook & Instagram - social media
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Nb: Martin's ongoing other (associated) roles

Social media lead (Facebook & Twitter)

- Schedule regular posts with links to event announcements & reports to Facebook & Twitter
- Monitor & respond to enquiries and messages via Facebook & Twitter and forward as & where appropriate
- (Identify) liaise with & support GOC Instagram lead
- Support Marketing & Communications officers and/or others in use of social media, eg. in paid advertising campaigns
- Succession planning - recruit and/or support a successor to take over

Online Group Co-ordinator

- Schedule and host regular and/or ad hoc online events (currently fortnightly Zoom socials)
- Encourage & support Online Group members to attend & share in leading & reporting online sessions, and to schedule and host their own
- Communicate with & respond to members to attract & retain Online Group members and grow the group
- Succession planning - recruit and/or support a successor to take over

Marketing Committee member

- Attend regular meetings and participate in the work of the committee