Job Description

Web & IT Manager

Introduction
   The post holder is usually a trustee and member of the Board.
   The Charities Act defines charity trustees as the people responsible under the charities governing document for controlling the administration and management of the charity.

1. Aim
   Under the Charities law, the Board of Trustees holds the ultimate responsibility for directing the affairs of the Gay Outdoor Club and ensuring that it is solvent, well run and delivering the charitable outcomes for which it has been set up.

   This document seeks to define the key responsibilities of the trustees and provide clarity on the personal skill and experience required to successfully fulfil the role.

2. Associated Documents
   This Job Description and person specification should be read alongside the Articles of Association.

3. Job Description Key Responsibilities
   3.1 On behalf of GOC, to take client lead role and ownership of Information Technology (IM) and communications systems, which include GOC's website, online meetings and social media tools.
   3.2 Be responsible for and manage an IT / website budget, maintaining appropriate records of expenditure.
   3.3 Provide the client interface for GOC, liaising with IT suppliers / website designers and developers.
   3.4 Manage and maintain data and data access within the club.
   3.5 Provide appropriate reporting and support to the GOC Board, Group Coordinators (GC's) and members.
   3.6 Advise on resource (monetary and staff) implications to the GOC Board for further developments.

4. Routine Tasks
   4.1 Working with suppliers, ensuring website & IT functionality, content and data are maintained and up to date on an ongoing basis. This may include 'debugging' of minor issues found with the website.
   4.2 Support Board Members, Group coordinators and other members in maintaining and updating the content and data on their own website posts and pages.

4.3 Ensure with the supplier that any necessary ongoing 'manual' interventions are made. These include the configuration of email forwarding accounts and the allocation of 'user permissions' e.g., Board members, Group coordinators and ordinary members.

4.4 Work with GOC social media leads to provide integrated communications.

4.5 Support the Online Group Co-ordinator, other Group Co-ordinators, Board members and other members to use online meeting tools such as zoom as required.

4.6 Manage the IT budget and provide appropriate financial information to the GOC Treasurer.

4.7 Ensure that suitable support and training is provided to GOC members, including one-on-one support where necessary.

5. Development work

5.1 Consult with members to regularly capture, prioritise and address website and other IT issues.

5.2 Work with suppliers to research workable solutions (which can include suitable 'plugins') to achieve improvements in functionality.

5.3 Work with suppliers to ensure that agreed website enhancements are implemented in an efficient and timely manner.

5.4 Maintain awareness of cost-effective and user-friendly systems which could be used by the club. These could be in addition to, or even to replace certain features of, the website.

5.5 Recommend development proposals and seek necessary approval from the GOC board when outside existing budget authority.

6. Key Relationships

6.1 Build and maintain a good working relationship with suppliers.

6.2 Regularly report back on progress to the GOC board.

6.3 Work Collaboratively with the GOC Group Liaison Officer, Membership Secretary Marketing and Communications Officer and other board members relating to the website and IT.

6.4 Work closely with social media leads.

6.5 Provide appropriate information and updates to Group Coordinators.

6.6 In conjunction with IT suppliers, ensure that support is provided as necessary to GOC members.

7. Person Specification

The person needs to be a competent administrator, ideally able to regularly attend Board meetings.

They must have an open, friendly and welcoming approach and be polite at all times, even when dealing with difficult situations, and be able to work with other trustees to fulfil the aims and objectives of the Gay Outdoor Club.

They must also be able to communicate with members who may not be very IT literate in a way that they are able to understand.

8. Specific Skills and Experience
   They must have an adequate knowledge of IT and communication systems including website, online meeting tools and social media.

9. Appointment and Resignation
   Trustees are usually elected each year at the AGM as per the Articles of Association. Although there is usually space on the board for members to be co-opted onto the board, these are generally used for securing individuals with skills and experience in fields required at the time. All trustees' terms of office are for one year only, and expire at the AGM. Existing trustees can offer themselves up for re-election each subsequent year, provided that they are sponsored as per the Articles of Association. Office holders who are not trustees are appointed by the board. Trustees and other office holders may resign at any time.

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