

# Web Manager

Post Title:	Web Manager
Outline role description:	<ul style="list-style-type: none"> <li>● To manage, monitor and, when required, upgrade the Quakers and Business website.</li> </ul>
Main responsibilities:	<p>Within the Communications Working Group, ensuring that these main functions are carried out:</p> <ul style="list-style-type: none"> <li>● Maintain the Whitefuse CMS.</li> <li>● Ensure full compliance on the website complies with relevant laws and regulations.</li> <li>● Respond to and troubleshoot website issues working with the provider, Whitefuse.</li> <li>● Collaborate with the Management Committee and Communications Manager to help provide content and ensure that the website aligns with brand strategy.</li> </ul> <p>More minor and infrequent tasks:</p> <ul style="list-style-type: none"> <li>● Maintain website security and follow up critical website security breaches. Security is handled by Whitefuse</li> <li>● Conduct content audits to eliminate redundant and/or duplicate information.</li> </ul>
Qualities, skills and experience (desirable):	<p>Experience</p> <ul style="list-style-type: none"> <li>● Work experience as a Website Manager.</li> </ul> <p>Skills</p> <ul style="list-style-type: none"> <li>● Knowledge of Content Management Systems and web hosting essential</li> <li>● W3C Web standards desirable.</li> <li>● Knowledge of HTML</li> </ul> <p>Qualities Essential</p> <ul style="list-style-type: none"> <li>● Patient</li> <li>● Detailed</li> </ul>

	<ul style="list-style-type: none"> <li>• Systematic</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Creative flair</li> <li>• Eye for design</li> </ul>
Member/Attender requirement:	Neither
Knowledge of Quaker Business Method:	Not essential
Time requirement	General maintenance - estimate 1 hour a month. More for specific project work. No requirement to regularly attend committee meetings
Member/Attender requirement:	Neither
More info:	To discuss this role get in touch with our communications group on <a href="mailto:communications@qandb.org">communications@qandb.org</a>