Club Webmaster

As the Club Webmaster you will be in charge of building and improving the clubs website and keeping the information on the website up-to-date.

What kind of person should you be?

1. **Creative** - The website should be well presented, attractive and user friendly for the public.
2. **Good management skills** - are required to ensure the site meets the demands of the club and the clubs members.
3. **A great communicator** - Both written and oral communication skills are essential when transferring the information given from the club to the information published on the website.
4. **Computer literate** - A good experience working with web design/management is very helpful as a club webmaster

The core responsibilities

1. **Content** - Webmasters work with the club committee, club coaches and PR roles within the club to determine the strategy and function of the website and to supply high quality and up-to-date information supplied from club photographers and writers.
2. **Functionality** - The functionality, as with the content, is co-managed by other members within the club to meet the requirements of the club. This could be adding an online catalogue for a club shop or Clubhouse Functions.
3. **Performance** - It is the webmasters role to control and maintain a high performing website, testing content to ensure clear display, easy to use site maps, and meet’s accessibility demands and requirements.
4. **Troubleshooting** - Linked with performance, the webmaster must perform regular checks to repair broken links or troubleshoot any and all problems with content (such as unloading photographs/videos). Security systems must also be managed by the webmaster to ensure protection from viruses or cyber criminals.

The Commitment from You

As discussed a club webmaster must constantly up-date the website. It is recommended at least once a week over one season (a 9-month period) is needed to provide a high quality website.

What do you get out of it?

Great experience in web design and building, as well as the opportunity to gain computer management knowledge and skills and to be creative for the good of both the rugby club and the WRU.