Webmaster - Job Description

The Webmaster serves as the primary contact for all aspects of SRA's website, handling a range of responsibilities that may include web design and development, (specifying and managing third party to develop if required), routine site and content maintenance, and various updates to ensure a progressive, fresh, attractive and relevant website for the SRA.

Including

- Maintain, configure and troubleshoot website
- Update website content in a timely manner; both from own initiative and with input from committee members but retaining editorial control
- Test websites across browsers, operating systems and devices (currently Chrome, Firefox, Edge and Safari) and on PC and mobile platforms for any major changes to web pages.
- Ensure site security and backup.
- Debug pages and fix broken links or images.
- Monitor and analyze site performance and usage
- Address user complaints

The website is the world's window on the SRA. Its purpose is to demonstrate our activities on behalf of the local community and communicate messages over activities, information, events of interest and volunteering needs in the local community. We do not express party political views, but do express views on local issues (like the Daffodil Field or A27). We do not advertise goods and services.

Communications Officer - Job Description

- Work with the SRA committee to propose and develop effective communications policy, platforms and processes to best communicate:
    - the SRA's activities on behalf of the local community and
    - other messages informing members of appropriate activities, help, and events of interest etc and
    - volunteering needs within the local community.
- Manage communications as necessary across platforms including:
    - sending out emails,
    - providing website content,
    - updating notice boards
    - managing social media platforms.
- Maintain communication lists, synchronising regularly with updated membership lists from the Membership Secretary