



Role Specification: Website Administrator

Responsible to: KCASA Management Committee

Main purpose: To be responsible for the development and supervision of the www.kentswimming.org website; to ensure that it promotes the County in a positive manner; to disseminate information to the County about matters related to the disciplines, its affiliated clubs and their members; to ensure that all uploaded information meets guidelines in respect of design and content

Skills required:

- excellent IT skills
- effective communicator
- creativity
- a good knowledge and understanding of the KCASA, its role and rules, the disciplines promoted and their rules, regulations, guidelines, etc

Time commitment:

- 1-2 hours per week, varying according to the time of year and competition calendar
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Key tasks:

1. To maintain the website in a manner that promotes the KCASA positively and provides relevant information to affiliated clubs and their members
2. To ensure that all uploads (articles, photographs, etc) meet recognised design and content standards
3. To liaise with the General Secretary and members of the Management Committee to ensure that information is updated in a timely manner
4. To liaise with sub-committee managers to develop a calendar of when Championship and other regular information will be updated
5. To receive information from National and Regional bodies and upload it as appropriate
6. To archive information that is past its date
7. To maintain an overview of the Twitter feed to ensure that it meets the KCASA guidelines as an information source
8. To liaise with the website hosts in relation to updates to the site and be part of any working group designed to extend the range of the website
9. To provide reports and recommendations to the Management Committee as required
10. To promote Swim 21 accreditation
11. To adhere to and promote the Amateur Swimming Association's Child Protection Policy
12. To adhere to and promote KCASA rules, regulations and other policy statements
13. Undertake any other tasks appropriate to this level of responsibility

