

# Assistant Webmaster

## POSITION STATEMENT

### Responsibilities

Responsible to the Webmaster

### Duties

- To support the Webmaster to the deliver their duties and contained in that position description.
- To take prime responsibility to manage and maintain the Multiple District Oz-Clubhouse system to ensure that it provides a suitable simple platform for club digital communication.
- To respond to customer requests and enquiries regarding the Oz-Clubhouse system.
- To work with any suppliers contracted to the Multiple District to develop the Oz-Clubhouse system

Revision No.	1.0	Relates to:	Oz Clubhouse System & Website
Revision Date	2 December 2013	Applies to	Position Holder
Author	Rob Oerlemans	Authorised by	Executive Officer

# PERSON PROFILE

The Multiple District Assistant Webmaster should have following experience, skills and personal attributes.

## Experience

- Good working knowledge of WordPress blogs and websites as this software is the basis for the Multiple District website.
- Strong knowledge of the availability and utilisation of digital communication tools including websites, blogs and social media.
- Experience maintaining a website for an individual, club or organisation.
- Desirably, a knowledge of managing and maintaining websites build on the "php" processing language.

## Skills

- Excellent written communications skills.
- A highly organised approach to managing competing priorities.
- Ability to order priorities; set and meet deadlines.
- Strong computer skills in a broad range of software.

## Personal Attributes

- Recognised leadership qualities with high personal integrity.
- Self-motivated person with the ability to manage the competing demands of various stakeholders.
- Capable of working with a range of people and willingness to listen to, and communicate with, members of other Committees.
- An optimistic and positive approach, and resilience in dealing with stakeholder demands.

Revision No.	1.0	Relates to:	Oz Clubhouse System & Website
Revision Date	2 December 2013	Applies to	Position Holder
Author	Rob Oerlemans	Authorised by	Executive Officer