

MD 201 Webmaster

POSITION STATEMENT

Responsibilities

Responsible to the Executive Officer reporting through the Council Administration Committee.

Duties

- To manage and develop the Multiple District website as part of a co-ordinated digital communication approach for Lions Australia.
- To work closely with the MD Messaging Team comprising the Executive Officer, Public Relations Officer and Customer Service Officer to ensure that the website is well-presented, current and factual, and presents a view of Lions consistent with the Council's policy.
- To assist Multiple District projects and foundations with advice to help them plan and develop their digital communication approach, including responding to requests for changes to content on the MD201 website and making those changes.
- To monitor system security, regularly monitoring statistics for unusual behaviour, administering ftp access to the hosting system, administering user access to the WordPress CMS and ensuring plugins and CMS software is kept current to maximise security.
- To monitor system performance and upgrade, or manage the contracting out via National Office of the upgrade of, software as required to maintain system speed and compatibility with internet standards as they change.
- To maintain current instructional notes, procedures and records to enable National Office to use the system as required and to perform full functions in absence of the Webmaster if needed.
- Maintain periodic backups of system files and system database.
- To maintain an Image Library of images that may be of use for the website system including taking proper steps to ensure privacy consents have been obtained where needed before images of a personal nature are shown, that images from other sources have copyright consent where needed and that the use of stock photos purchased or obtained from free libraries are used in accord with their licences.
- To report to the Council on the effectiveness and utilisation of the Multiple District website.
- To highlight to the Executive Officer and issues and concerns regarding the website, and report any opportunities for improvement to the Council.
- To assist the Multiple District Oz-Clubhouse Webmaster in their duties when required to ensure the system provides a suitable simple platform for club digital communication.
- To work with any suppliers contracted to the Multiple District to develop the Website.

Revision No.	2.0	Relates to:	Website
Revision Date	2 December 2013	Applies to	Position Holder
Author	Rob Oerlemans	Authorised by	Executive Officer

PERSON PROFILE

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

Experience

- Strong working knowledge of WordPress or similar website content management systems.
- Experience in utilisation of digital communication tools including websites and social media.
- Experience maintaining a website for an individual, club or organisation.
- Experience in making adjustments to software using html and css

Skills

- Skill in using WordPress or similar website content management systems
- Skills in using social media
- Excellent communications skills, including in identifying audiences of communication and focussing concise effective web content for those audiences.
- Computer skills in commonly used wordprocessing, spreadsheet and email software.
- Skills in image software including to be able to reduce, enlarge and correct colour or contrast etc.
- A highly organised approach to managing competing priorities.
- Ability to order priorities; set and meet deadlines.

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.

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