

# The Fell Runners Association

## Job Description: Webmaster

<b>Role</b>	The Webmaster is responsible for the maintenance of the FRA website, fixtures database, email accounts and online documents stores.
<b>Main purposes of role</b>	<ol style="list-style-type: none"> <li>1. To manage the FRA website and make changes as required by the Committee.</li> <li>2. To manage the FRA's fixtures database.</li> <li>3. To advise the Committee on matters pertaining to the FRA's online presence, including internet security.</li> <li>4. To manage internal means of communication for the Committee, chiefly email.</li> </ol>
<b>Key tasks</b>	<ol style="list-style-type: none"> <li>1. Make changes of content to the FRA website in a timely manner when requested by Committee members.</li> <li>2. Liaise with the Fixtures Secretary to ensure that the database of races is kept up to date.</li> <li>3. Ensure that the website adequately reflects any FRA sponsorship agreements.</li> <li>4. Maintain the FRA's email accounts, primarily by assisting with the transferring of accounts when personnel leave and join the committee.</li> <li>5. Assist the Committee with arranging any major changes to the website, whether through self-implementation or by producing specifications, tender proposals and contracts.</li> <li>6. Manage the FRA's relationship with its internet service providers and related external agencies, such as regarding website security certificates and online file storage.</li> <li>7. Help other Committee members with IT-related tasks when requested, for example in assisting the Membership Secretary with interacting with the SiEntries website and FRA members' database.</li> </ol>
<b>Required skills and facilities</b>	<ol style="list-style-type: none"> <li>1. Very strong IT skills, especially with regard to website maintenance, internet services and online safety and security.</li> <li>2. A thorough understanding of the FRA's website setup, which should be gained before handover.</li> <li>3. Regular monitoring of the webmaster's email account, since it will occasionally be necessary to make urgent changes to the website (e.g. to make FRA statements) in addition to routine edits and updates.</li> </ol>
<b>Required liaison</b>	<ol style="list-style-type: none"> <li>1. All Committee members as required (this post is largely reactive, since minor changes to the website will routinely be requested by Committee members, especially the Chairman, Secretary and Communications Officer).</li> <li>2. The Fixtures Secretary, regarding the FRA fixtures database and presentation of FRA race information.</li> <li>3. The FRA's internet service providers and related agencies.</li> </ol>

Updated 26<sup>th</sup> July 2019