



## **Webmaster role description**

The role of the Webmaster is to oversee and manage the SIG website and report directly to the TEASIG Coordinator. All tasks carried out by the Webmaster are done in cooperation with the TEASIG Coordinator and other TEASIG committee members.

### **General responsibilities**

- manage the content on the WordPress platform for the IATEFL TEASIG website <https://tea.iatefl.org> including events, webinar announcements and recordings
- liaise with the IATEFL TEASIG Committee for changes and additions to the TEASIG website
- update the TEASIG Members Area of the IATEFL website with resources and other content.

### **An ideal candidate for the position should**

- have a positive attitude, ability to be flexible, and strong interpersonal skills
- be willing to work as part of a team, and communicate with other members of the committee in a timely manner
- have excellent organisational skills
- have experience of using digital technologies in an educational and/or commercial context
- have experience with web content management, especially WordPress
- have sufficiently good quality internet access
- be a fully paid up IATEFL TEASIG member, ideally for the past six months.

**All IATEFL members can access more detailed information in the *IATEFL SIG Committees Handbook*, which is located in 'Key Documents' under the 'About' tab when logged into their Member Dashboard <https://www.iatefl.org/dashboard>.**