

Web Coordinator

Responsibilities of the role include:

- updating and maintaining the SIG website
- managing the SIG's email accounts (Google Apps)
- coordinating & moderating online events (Weekend workshops & Webinars)
- coordinating & moderating the online programme for SIG conferences (simulcasts)
- coordinating the SIG's social media
- processing, editing and uploading video and audio recordings for the SIG website & YouTube channel
- preparing flyers for SIG events
- preparing slides for SIG events (PowerPoint)
- writing (or helping to write) the online relevant features in the SIG Newsletter
- dealing with queries from members concerning the SIG's online activities
- providing technical support for other committee members where necessary
- using social media to promote SIG activities
- establishing ties with other SIGs to develop ideas for joint online events
- helping to shape the future of the SIG's online presence by exploring ways in which web technologies can enhance membership and establish a global reach for SIG activities

storing, annotating and making easily available an archive of material previously produced by and for the SIG (e.g. open forums, discussion, webinars).

An ideal candidate for the position would have:

- experience of working with content management systems (website)
- experience of working with web conferencing tools
- experience of working with social media tools
- basic video & audio editing skills
- good Microsoft Word & PowerPoint skills
- a familiarity with trends in social media
- a keen interest in how technology is used in teaching and professional development