



## **Web Manager**

The primary responsibility of the role is updating and maintaining the SIG website. (We are soon moving to a new platform which will be very easy to maintain.) This involves:

- Updating the front page every month with the monthly update;
- Announcing new events as information becomes available;
- Moving events to the 'past events' page once they are over;
- Uploading the previous newsletter to the website, once a new newsletter is published;
- Updating the resources pages as necessary;
- Adding other information from time to time, as requested by other members of the committee;
- Attending online meetings and staying in contact with the SIG Committee via What'sApp / email.

In addition, you may also be asked:

- To support other members of the committee with other projects (e.g. events);
- To provide technical support for other committee members where necessary;
- To establish ties with other SIGs to develop ideas for joint online events;
- To liaise with Head Office to discuss security or other web site updates;
- To help 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.

### **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.