

# **BRAMSHAW CRICKET CLUB**

## **WEB SITE ADMINISTRATOR –ROLE DESCRIPTION**

**ROLE TITLE:** Web Site Administrator

**RESPONSIBLE TO:** The Club Committee

### **SKILLS REQUIRED:**

Excellent IT skills  
Excellent imagination and creativity  
Ability to lead a team  
Very good communication skills  
Flexibility  
Prepared to give time commitment

### **ROLE PURPOSE:**

- 1) To update and improve the club's website by liaising with the necessary personnel from within the club.
- 2) To co-ordinate team members to produce a coherent, attractive, informative and consistent web site.
- 3) To advertise the club nationally in a vibrant manner through the web site.

### **MAIN DUTIES:**

- 1) To maintain a consistent look and feel throughout all web pages.
- 2) To update fixtures, results, match reports and the latest club news.
- 3) To identify all appropriate club news and add to website.
- 4) To be creative in identifying potential areas of improvements to the website.
- 5) Link to ECB Play Cricket website and other sites as appropriate.
- 6) To publish Bramshaw Cricket Club policies and role descriptions.
- 7) To keep club members informed and up to date.
- 8) To publish a copy of all Membership forms and relevant club fees.
- 9) To show visitors to the web site that Bramshaw Cricket Club is a friendly, family orientated club.