

Peterborough & District Family History Society

Job Description for the Webmaster

NOTE 1: This may be combined with the Archivist's Role (see "Combination Reasons").

NOTE 2: Committee members are elected at each AGM but specific roles are allocated at the next committee meeting.

The Webmaster is a member of the Committee.

The role of the Webmaster is to administer all aspects of the Society's website www.peterborofhs.org.uk

The Archivist either undertakes the following tasks, or delegates them to another person/organisation and ensures that they have been carried out:

- Add/delete/amend pages on the website as appropriate;
 - These may be on the webmaster's own initiative or following instructions or suggestions from the committee or members.
- Once a year:
 - Reset the password giving access to the Members Area:
 - The Society Secretary will advise current paid-up members of the change.
 - Update the Archive Names Index pages and add the new Archive files:
 - The Archivist will provide all the files.
- Liaise with the webhost organisation to:
 - Understand any changes to service and/or price changes;
 - Where relevant, advising and taking instructions from the committee on how to proceed.
 - Pay any invoices (being reimbursed by the Society);
 - Resolve any issue that may arise;
 - Monitor the "website hits" and provide the committee with relevant statistics.
- Resolve any issues with member/non-member access to the website.

Combination Reasons

This role can be combined with that of Archivist because:

- Archive PDF files need to be uploaded to the Members Area of the website;
- Updated Archive Names Index sheets need to be uploaded to the website;

Skills Required

- To have secure password protected access to a computer, and the ability confidently to use it to maintain the website;
- To understand the implications of GDPR when placing information on the website;
- To have a fully understand how the website operates
- To have organisational skills;
- To have the ability to plan own work, work on own initiative and meet deadlines;
- To have oral and written communication skills;
- To possess tact, discretion and respect for confidentiality;
- To have the ability to both lead and work as part of a team;
- To be flexible.