## Website Editor Role Description

**Overview of the Role**

The Website Editor coordinates the editing and developing of the website to drive awareness of the venue and activities.

**What you will be doing**

Exact responsibilities will be agreed (and may be shared) but will likely include:

* Keeping the website up to date including events, committee listings and contact details
* Publishing match results and reports as soon as possible after the event
* Promoting membership information, competition and coaching activities
* Ensuring the website meets minimum accessibility standards
* Linking to relevant websites, including the county and the LTA
* Considering search engine optimisation tactics to make the website easy to find

**Skills and experiences needed for the role**

* Experience of editing a website is ideal
* Good IT skills and understanding of social media
* Excellent written skills

**Training and support available**

Before starting in this role, you will receive training from [ ] who will go through the process with you. You will receive ongoing support from [ ].

**Commitments**

* Time commitment will vary dependent upon tasks but on average this will be around [ ] hours per week
* You will need to attend committee meetings and the AGM

**Further Information**

* This role does not require a DBS check