



Peterborough Diocesan Guild of Church Bellringers

Webmaster Role Description

Role Description

- To maintain the Guild's online presence and e-mail communication mechanisms

Responsibilities

- To be a member of the Guild Management Committee
- Arrange to publish articles and information received from Guild officers
- Maintain the Guild's internet domain
- Maintain the Guild's officer e-mail addresses, ensuring that they are directed to the current post holder
- Refer to the GDPR information for publishable contact information for tower contacts, branch and Guild officers
- Maintain the Towers listing with up to date information from Branches, Steward or Restoration & Maintenance Committee
- Maintain the Guild inventory, with information from the Steward

Notes

- The webmaster role is primarily a technical one, it is not part of the webmasters function to provide articles for the website; their role is to place provided information into the website in the most appropriate manner.

Reports to

- Executive Committee
- Guild Management Committee

Main interactions

- Secretary
- Public Relations Officer
- Steward
- Branches
- External contacts

Expectations

- Will submit to a DBS check and provide the results to the Guild for recording
- Will undertake safeguarding training to a suitable level through the CofE
- Will have suitable technology available to fulfil the responsibilities