

# Great Coxwell Parish Council

## Volunteer Website Co-ordinator Job Description

### *Summary of Task*

Design, maintain and update the Great Coxwell Parish Council website, communicate with users and report to parish councillors through the parish clerk in accordance with statutory requirements.

### *Key Contacts*

Parish councillors  
Parish clerk  
Website users

### *Timescale*

Ongoing, 1-3 hours per week

### *Location*

Home working for carrying out the task – or this role could be carried out at the library

### *Equipment Required*

Access to a PC and internet broadband  
Email access  
Use of a telephone  
Use of Microsoft packages for reports

### *Experience Required/Desired*

Proven communication skills  
Understanding of parish roles and responsibilities and documentation  
Familiarisation with website functionality - currently 'Weebly' (2017)  
Knowledge of website design would be a bonus

### *Personal Qualities*

Good attention to detail  
Good written communication skills  
PC savvy  
Creativity  
Ability to work unsupervised

## *Key Duties*

Maintain website functionality, ensuring that all pages, images and links are available to the public at all times.

Publish news messages and notices as and when received, eg the contents of the parish email newsletter weekly, ensuring that personal details are removed unless permission has been granted.

Maintain the list of planning applications, with links to the Vale of White Horse District Council planning pages.

Ensure prompt publication of parish meeting agendas and minutes.

Edit and add new information promptly, ensuring that it is accurate and up-to-date.

Respond to enquiries from the public by reference to the parish clerk and/or councillors as necessary.

Add or amend pages in accordance with the changing demands of the parish.

Create changes and improvements to the presentation and content to improve communication with parishioners and the wider world. Examples might be:

- Encouraging a significant dialogue on-line through the blog pages.
- Generating income through advertising to cover the platform and domain fees as a minimum.
- Updating the design and broadening the content.
- Developing social media links.
- Making use of new features and applications.

Settle the domain name and hosting fees annually, seeking reimbursement from the parish financial officer.

Have an awareness of relevant statutory requirements such as the Transparency Code for Smaller Authorities and the Data Protection Act.

Prepare a written report, annually, for the parish council.

## *Health and Safety*

Ensure the workplace represents a comfortable working environment.

Take regular breaks from the screen, eg a 5-10 minute break after 50-60 minutes from continuous screen and/or keyboard work is recommended by the Health and Safety Executive.

March 2017