

## **ROLE SPECIFICATION**

**Role Title:** IT/Web Lead

### **The Organisation:**

Gosport Heritage Open Days (GHODs) is a self funding voluntary organisation which, as part of the national Heritage Open Days initiative, projects manages an annual event which, for 4 days in every September, sees some 60 heritage sites in Gosport opened to the public free of charge. In 2015 there were over 12,500 visitors and the events were manned by over 350 local people. The tasks associated with arranging the event are conducted by a committee of about 16 people who are assigned to six working sub groups: Development, Events, Marketing, Funding, Projects and Web/IT. All people involved are volunteers or input voluntarily to GHODs in the course of their employment with other organisations.

### **The Role:**

This should be someone with a good background in IT skills and be able to use these skills in the updating and development of our website (WordPress) and social media for GHODs events. You may have other volunteers working with you to complete the tasks and may need to co-ordinate this small group.

### **Role Tasks:**

1. To maintain our website using WordPress
2. To update social media
3. To co-ordinate with our Marketing Lead to implement the electronic elements of our promotional campaign within a schedule.
4. To co-ordinate with our Secretary to create improved programmes for administration.

### **Technical Skills Required:**

1. Knowledge of Word Press is needed along with an understanding of word processing, spreadsheets & data bases.
2. An ability to evaluate and respond to web-based analytics and insights is important.
3. Ability to maximise free publicity opportunities and increase public awareness, using web based and other social media.
4. A flair for design would be advantageous and the ability to use a desk top publishing programme is desirable.

### **Personal Attributes:**

1. A good communicator.
2. Willing to work under own steam but also with the Management Team

### **Commitment:**

We have estimated a normal time commitment of between 2-4 hours per week. This may be more/less dependent on the time of year and any ongoing projects. Hours of work would generally be flexible. Additionally, the IT/Web Lead will be asked to attend or feed a report into the monthly Management Team meetings (2 hours).

### **Induction:**

In the first instance, the IT/Web Lead may shadow the Secretary and the Chair to familiarise themselves with the work and structure of GHODs. Office sessions are scheduled weekly at the home of the Chair or at The Discovery Centre. Once confident, the IT/Web Lead may prefer to work from their own home at a time which best suits them. They will be introduced to people involved in the six core areas of GHODs work and have time to assess organisational needs in agreement with The Chair.