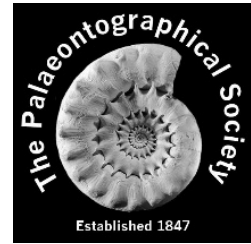


Role Description – Web Officer



The role of Web Officer for the Palaeontographical Society is important for maintaining our website and other online systems. The main task is upkeep of our website, such as adding our newsletters and changing our Council page. Such changes are made in discussion with Council, and content updating responsibility is shared with the Secretary. The other part of the role is maintaining website function and security, for example updating plugins and ensuring it is safe from cyber security attacks, and liaising with our website designer/builder to troubleshoot and fix any issues. Our web officer also runs our Google Workspace.

The role is likely to take around 4 hours per month, spread throughout the year. The length of term of office is not fixed for this role, but ideally should be more than two years to maintain continuity.

The duties of the Web Officer include the following:

- Attend Council meetings (3 per year) and provide a report give an informal report to Council about the website, with any updates or concerns
- Make any changes to the website content or layout requested by the Council
- Troubleshooting problems with our website, such as pages not loading correctly, or cyber attacks, and updating plug-ins
- Liaising with our website builder, Dامتeq, when necessary to troubleshoot issues, ask questions, or make larger changes to the website
- Assisting the Treasurer in maintaining our online commerce system for processing online memberships
- Managing Google Workspace for Council members.

Skills

The Web Officer should have some experience designing and/or building websites using tools such as WordPress or similar, and/or managing websites for other groups or organisations. They must be flexible in approach and able to respond at short notice if more serious problems arise that need swift attention. A willingness to learn our systems is essential so that they can deal with Council requests and any issues that arise. An eye for detail is useful, and familiarity with cyber security issues.