**Website & Information Technology Officer**

The main duties of the Website & Information Technology Officer are to design, develop, and maintain the Federations website and to take ‘Administrator’ responsibility in maintaining the Feds email and cloud archiving facilities.

**The Website & IT Officer will:**

* Work closely with the Board to develop and implement a suitable design for the Federations website, ensuring that it provides all of the necessary content in an aesthetic, effective, and accessible way.
* Further develop the Feds event booking and membership application and payment facilities through the website.
* Work with the Membership Secretary and the wider Board to scope and develop a ‘Members’ page or area on the website.
* Regularly review and update content by working with other members of the Board to ensure that up to date information on events, training, meetings, etc. is added to the website in a timely manner.
* Carry out regular maintenance reviews to ensure that links, pages, and documents work as they should and that updates pull through to the mobile view correctly.
* Take ‘Administrator’ responsibility to manage and maintain the Feds email and cloud based electronic filing facilities, ensuring that they are fit for purpose, activating current Board member email accounts where necessary, and overseeing access to shared folders.
* Proactively provide support to other Board roles to carry out day to day tasks and/or actively work as part of sub committees to realise specific projects or events like the Conference.

**Additional Duties:**

In keeping with the spirit of Board, you will be expected to take an active role and volunteer to take part in sub-committees, projects, and events. You will also be expected to regularly attend the quarterly Board meetings and to actively engage in discussion and decision making, be it at these meetings, the AGM, or by email/virtual meeting.