

EMWA Executive Committee (EC) Officer Job Description: WEBSITE MANAGER

For details regarding eligibility, election, duration of office, meetings, benefits and advantages: See Policy Document: Executive Committee (EC) Roles and Responsibilities on the EMWA website or contact Head Office for the latest version.

The Website Manager has overall responsibility of the content on the EMWA Website and is responsible for the coordination of activities with content and infrastructure partners.

Content

The Website Manager solicits and collects suitable content from all relevant sources, including, but not exclusively, the EMWA EC, HO, appointed volunteers, and through general or targeted calls for content from the EMWA membership. The goal is to keep the content on the EMWA website up to date, relevant and attractive to the membership / potential members / sponsors etc. The EMWA Website Manager should forge a close connection to the PR Officer and Social Media team in particular as there is a lot of overlap and reuse of content through different media.

Executive Committee

The Website Manager actively participates on the Executive Committee and delivers relevant statistics related to website use / website costs / possible website development. The Website Manager is obliged to convey the potential consequences for any project the Executive Committee discusses which may have an impact on EMWA's website.

Head Office (HO)

The Web Manager liaises with the Head Office team regarding content, website infrastructure (including licences) and website security. The goal is a seamless transition/replication of information sent out by HO on the EMWA Website.

Web Team

The EMWA Website Manager recruits and gives an Assistant Website Manager / Web Team suitable tasks.

Finance

The EMWA Website Manager must be continually aware of the need to keep costs down. S/he has to regularly inform themselves about the associated website costs and to actively pursue options which may reduce these costs without negatively impacting upon quality.