



WEBSITE OFFICER JOB DESCRIPTION

1. Write, coordinate, monitor and maintain website content including pictures to ensure it
 - a. is accurate
 - b. is up-to-date
 - c. is written in plain English
 - d. reflects the activities and values of the u3a
 - e. maintains a simple and consistent style and layout throughout.
2. Design and build the necessary webpages and remove out-of-date content.
3. Work with trustees, convenors and other u3a members to add to and make changes to those parts of the website that relate to the activities for which they are responsible.
4. Respond to website feedback and complaints.