

The Communications / Web Officer is responsible for the Club Website, email lists and the regular E-News bulletins. It is traditionally a Committee role.

The key is to aim to keep everyone informed and connected to each other and to Club life. The website is also our "shop window" to the world for others interested in caving or those with no knowledge of the sport. We are the biggest Caving Club in the UK with hopefully one of the most interesting and informative websites and we want to keep it that way!

You will hopefully be part photographer, part budding journalist, part website designer, using photo editing, website editing and upload tools to keep the website and calendar up to date and interesting. You will probably take photos / videos or encourage others to, at various Club functions or trips and write up some text to accompany them as well as keeping your finger on the pulse of Club life so as to share that with others.

An E-News usually needs to go out every week or two with information from members or from Committee meetings or anything else that may be of interest to members, such as forthcoming trips, parties or big events. Also the members email list needs to be kept up to date.

The website is a very valuable and important resource and you will need to make sure it is backed up securely every so often.

You will also look after the Committee Google-group email list, with its posting permissions, distribution and email redirection from Committee to private addresses.

[New website front end: As a separate job that can be undertaken by someone other than the Communications / Web Officer, we do need someone who is a whizz with the latest website software, to design and then move the website into the 21st century by having at least the key pages in a format that allows more user-generated content and a much more flexible intelligent calendar. This is a long term job which needs designing and testing carefully and should be overseen by the new Web-person]

I'll be happy to discuss the role in more detail with anyone who's interested and to assist the person who takes up the role with all the ins and outs.

Feel free to contact me on petercw@orange.net or 07976 443880

Peter Collings-Wells April 2015