



## **Website Administrator**

### **Purpose of the Role**

To maintain and update the Jersey Netball website so members and the public can easily access accurate and up-to-date information.

### **Key Responsibilities**

- \* Update website content, news and event information
- \* Upload fixtures, results and announcements
- \* Ensure links and pages are working correctly
- \* Maintain clear and user-friendly website navigation
- \* Co-ordinate with committee members for updates and information
- \* Support online registration and forms where needed

### **Essential Skills**

- \* Basic website management experience
- \* Good attention to detail
- \* Organised and responsive
- \* Ability to make simple website updates independently
- \* Experience with website platforms such as WordPress preferred

### **Time Commitment**

Flexible — estimated 2–4 hours per week.