**VOLUNTEER ROLE DESCRIPTION**

**Position Title: Website Manager**

Location

Clunes Neighbourhood House. Lee Medlyn Home of Bottles. 70 Bailey Street, Clunes, 3370

Position Objective

The Marketing Leader is voluntary position rostered to effectively and positively raise awareness of Clunes Neighbourhood House and its activities.

**Key Responsibilities:**

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| 1. Website:    * Regularly updating the [www.clunesnh.org](http://www.clunesnh.org), [www.boomclunes.org](http://www.boomclunes.org) and [www.talkingageingwithattitude.org](http://www.talkingageingwithattitude.org) websites    * Linking to key channels to promote websites 2. Flyers:    * Development of flyers to promote activities 3. Communications Drop Box:    * Any other key communications, including storytelling |

Special Requirements of this Position:

This role is the Website Manager, responsible for managing the content and look of our website suite. Collaboration with the Social Media Officer and all event/activity coordinators will be essential. Material to be approved by Manager prior to distribution. No financial delegation. *May have marketing team members reporting to this position.*

Key Skills Required:

* Design – ideally using canva.com
* Good writing skills
* Basic web skills – ideally using wix.com and wordpress.com
* Knowledge of general marketing practices

Organisational Relationships and Reviews

Reports to: Manager.