

ROLE STATEMENT – CIPFA SOUTH EAST WEBSITE ADMINISTRATOR

Primary role:

The Website Administrator is responsible for the maintenance and upkeep of the Regional Website in the prescribed format. The Regional Council (as owner of the content) takes responsibility for ensuring content is up-to-date/current.

| Main duties & responsibilities | |
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| 1 | To ensure the Regional website is updated with news, reports, events, contacts and relevant documentation and downloads in the prescribed format. |
| 2 | To work in partnership with the Regional Communications Officer to ensure consistency between the CIPFA South East website, social media and communications in general. |
| 3 | To ensure all regional events are uploaded to the regional website and available for online booking. Events should be set up appropriately and contain all the relevant information needed for delegates. |
| 4 | To ensure relevant Regional documentation is published on the website, including: <ul style="list-style-type: none">• Annual report and Accounts• Development Plan• Events schedule• Council meeting papers• Job roles. |
| 5 | To liaise with the Student & Membership Engagement Manager on all issues relating to the website and to disseminate this to regional council members as required. |
| 6 | To attend Institute website meetings, training and workshops where appropriate. |
| 7 | To report on website developments and regional website usage statistics to the Regional Council if available. |
| 8 | To liaise with CIPFA, other regions and organisations within the remit of Website Administrator responsibilities and support the CSE President and other council members as required. |
| 9 | As a Member of CSE Council, attend Council meetings and contribute to and engage in regional council activities. |
| 10 | As a Member of the CSE regional council, actively seek new volunteers to join and contribute to council and regional activities. |