

## **Role**

### **Web/IT Officer**

## **Description**

To maintain and regularly update the local party website, to oversee the local party pages and resources within the Members' Site, to help provide additional CiviCRM support and training to the appropriate local party Officers team within the framework of the National Digital Team services, to assist the External Comms Officer/Team with social media, and any other local party digital services, support, or activity as required, while ensuring GPEW guidelines, governance, and protocols on data management, system security, and relevant legislation.

To work closely and collaborate with the rest of the Committee, including Internal Communications, Membership Secretary, External Communications, Events, etc., while working to timeframes to respond to local party requests for action.

To contribute to the formation of the local party strategic plan, and to carry out the role in accordance with the objectives and timeframe captured and agreed by the local party within the strategic plan.

## **Skills and capabilities**

To help in this work it is essential that you have good IT skills, a systematic approach, accuracy, attention to detail, able to work within GPEW structures and systems, and the ability to understand and follow technical, administrative, and governance procedures. The role will require good communications skills, and the ability to commit and be responsive to the operational needs of the local party.

*Updated January 2017*