



Porsche Club

Western Australia



PCWA Web Administrator Role & Responsibilities Description

The primary role of the Webmaster is to manage, maintain and update the club website/s. In addition, this role is often called upon by the committee to provide help/guidance on IT issues as they arise.

Estimated time per week

- Tasks for the Webmaster vary significantly based on the Clubs activities therefore it is difficult to quantify the time required however it is not onerous. Approx 3-5 hours per week.

Favourable attributes

- Porsche Passion
- Friendly and motivated
- Excellent attention to detail
- Fluency with Web software and programming languages
- Good problem solving skills
- Good communicator
- Works well in small teams

Key Responsibilities

- Provide advice to the committee on Web and IT governance requirements
- Manage and control access to all PCWA Social Media platforms
- Ensure that the PCWA websites are working and available to the public and members
- Ensure that all “member only” content is available to members only
- Process and upload all content (events, articles, pictures, ads, etc) supplied by the committee in a timely manner
- Assist in the sending of member emails
- Advise on possible upgrades and improvements to current systems and processes