

Web manager

VCH Shropshire is looking for honorary web manager.

We are a small charity still establishing itself in the county. Our aim is to prepare histories of all Shropshire parishes as a part of the national VCH movement. The partner of one of our committee members has established the website, put together a Mailchimp circulation list etc but now wishes to withdraw from maintaining the site. The site can be seen at www.vchshropshire.org where the range of our activities can be reviewed.

The duties of the post would be:

- to design and maintain the existing website, which is written in HTML/CSS, and add material to it as necessary. We would envisage a quarterly update tied to our Mailchimp circulations
- Create and send a quarterly email newsletter, using Mailchimp, and occasional other newsletters (links to past newsletters are on the web site)
- Maintain the email list in accordance with GDPR principles
- Mount pdfs of draft contributions to the history as and when required.

We would expect the web manager to be an ex-officio member of the county committee and to attend (where possible) its meetings (which are quarterly and held in Shrewsbury), and an annual meeting held in October. We do not pay committee members' expenses but this post would attract an honorarium of £250 per annum.

The ability to design leaflets etc would be invaluable. This would attract additional payments at an agreed hourly rate. (You can see at least one leaflet on the web site.)

For offers of assistance and informal enquiries, please contact Richard Hoyle at r.w.hoyle@reading.ac.uk.

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