



Website administrator

The Putnoe Heights Church website is an important way of reaching into our community and keeping church members up to date with the latest news.

<https://www.putnoechurch.org.uk/>

We're now looking for a volunteer to take over the day to day management of the website. This is a very flexible role that can be fitted around other commitments – for example updates could be done as and when, or in a weekly or monthly batch.

Essential

- Enthusiasm for sharing the life of the church with our community.
- Good written communication skills.
- An eye for detail.

Desirable

- We use a simple and intuitive web builder (123Reg) but familiarity with similar programmes (e.g. WordPress, Wix) would be an advantage.
- Design and layout skills.

Support will be available for any volunteer who is new to website management.

What's involved?

- Regular updates to keep the website up to date. The pages that need updating most regularly are 'what's on' and the home page which details the Sundays where there is no service at Putnoe Heights. (Essential)
- Annual review of all website content to make sure it accurately reflects our Church. (Essential, currently undertaken in August)
- Refreshing the design and layout periodically. (Desirable)
- Creating new pages as necessary, for example at Christmas or to support a new project. (Desirable)
- Tracking stats to see how people use the website and which pages are most popular. (Desirable)
- The @putnoechurch.org.uk email addresses are also managed via the website account so there may be occasional requests to add or remove people from distribution lists or to set up new email forwards.

If you are interested or have any questions please speak to a member of the leadership team.