

Weston-super-Mare Chamber of Commerce



Webmaster

This role supports the President and Secretary to ensure the functionality and accuracy of the Chamber website and to ensure that any invoices associated with the domain name and the website maintenance agreement are presented promptly for payment.

The incumbent is required to be a current member of the Chamber.

Responsibilities include:

- Manage the Chamber website hosting and domain
- Manage the website and content
- Ensure the website and data is protected and backed up
- Assist the Secretary where required to manage the membership database
- Assist Executive members with issues or queries relating to the website