

Website Manager & Technical Support

- Prepare for and attend 4 committee meetings and AGM annually.
- Produce group programme/newsletters from information supplied.
- Send group emails to all members, using Insight Hub to access latest member lists and permissions.
- Manage group website, update programme and carry out other updates as required/requested. Ensure that information remains current/relevant.
- Walks Manager Editor in support of Walks Programme Secretary, including uploading the Excel spreadsheet containing the new Walks Programme onto the website and providing a link to a downloadable version for the website which can be printed as a paper copy.
- Administrator for the North Devon Ramblers Facebook page.
- Design and print (or arrange commercial print) of other leaflets from time to time, such as Winter Walks Festival and other publicity events.