



## Job description

<b>Function/Role:</b>	Webmaster of EATA websites (Eataneews.org and EataDirectory.org and Intranet Eataintranet.org)
<b>Committee:</b>	independent role Contact to Communication Committee (CC)
<b>Terms:</b>	Current contract: Started July 1 <sup>st</sup> 2019, duration 6 months, renewable contract, approx. 20 hours of work monthly, 3 month-notice of leaving
Elect/Shadow period:	-
Max. years of extension:	-
<b>Tasks and responsibilities:</b>	<ul style="list-style-type: none"> <li>• Edits, revisions, updates or to create new textual/minor graphical content. New Articles, new events, update contact details, details for the member websites, etc.</li> <li>• Consultations, and guidance on the use of the web site.</li> <li>• Installation of plugins to protect Eataneews.org against hackers also preventing emails from spam attacks.</li> <li>• Regular and thorough backups of the site so that it may be fully restored in case of loss.</li> <li>• Regular checks on updates to prevent damage/loss of the site</li> <li>• Communication with the webhosting provider</li> <li>• Provision of relevant and important information to CC chair</li> </ul>
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>• IT skills – maintenance of website, plugin installations, maintenance of email accounts, hosting understanding, updates etc.</li> <li>• Graphic design skills (professional)</li> <li>• English language skills (intermediate at least)</li> <li>• Accessible within 24/weekends 48 hours</li> </ul>
<b>TA competencies and requirements:</b>	None required
<b>Special requirements:</b>	<ul style="list-style-type: none"> <li>• Their own software and hardware required</li> <li>• Present at some of the EATA meetings</li> </ul>
<b>Other:</b>	More major changes to the website can be negotiated and contracted with the webmaster – i.e. he/she is able to provide these changes using their skills or outsource

Reviewed

Chair of CC Petra Gorsic	General Secretary Annamaria Cser	EC Member Peter Rudolph
Date: 01/06/2020	Date: 23/05/2020	Date: 30/01/2020