

## **Webmaster**

We are looking for volunteers to maintain our website and Email system.

### **Main Duties**

#### **Website**

- Keeping website details up to date eg price changes, opening times
- Implementing changes as required.
- Entering details of Events as advised by the Events team. Updating the home page to draw attention to our next events.
- Updating the website with at least 4 stories per year. You do not have to write the stories, just ask for volunteers to do it.
- Adding new web pages when our business requires it.
- Liaising with the IT team if there are problems with the website
- Updating documentation to reflect changes.

#### **Email**

- Setting up email accounts for new users, currently on Fasthosts
- Updating client apps for users, currently Thunderbird at the museum, and the users own client apps on home computer and/or phone.
- Liaising with the email hosting company and the IT team to solve problems.
- Helping to develop a strategy for moving emails to another platform and then implement it.
- Monitoring the webmaster mailbox, replying, actioning or forwarding as required.
- Updating documentation to reflect changes.

### **How much time would I be expected to give?**

Work sessions at the museum run from 9:30 to 12 on Tuesdays and Thursdays. Much of the work can be done from home using WordPress, FastHosts and the Webmaster email.

### **What skills, qualities and experience do I need?**

- Experience of working with WordPress
- Experience of php will be useful
- A knowledge of how email systems work.
- Competence using email and basic computer use skills
- Good organisational skills
- An interest in heritage and local history
- Enjoy working as part of a team
- Willingness to undertake relevant training
- Commitment to equality and diversity
- Be polite, punctual and reliable

### **What support and training will I receive?**

- You will receive a volunteer handbook and an induction session which will include a tour of the museum.
- You will have guides to our website and our email system.
- At first you will work alongside another webmaster.

### **What opportunities will I get**

- Join an enthusiastic team with a shared interest in local history
- Develop your skills and experience
- Meet new people within the local community
- Make suggestions for improving and developing the website, then implement them when approved.
- Free tea, coffee and biscuits at each session

### **Other Information**

- This role is open to volunteers aged 18+
- This role is not regulated activity and does not, therefore, require an additional safeguarding (DBS) check.

**If you are interested in applying to be a volunteer, please download an application form from our website [www.seafordmuseum.co.uk](http://www.seafordmuseum.co.uk) or contact the Volunteer Co-ordinator on [volunteer@seafordmuseum.co.uk](mailto:volunteer@seafordmuseum.co.uk)**

Version 2 August 2025