# Webmaster role

# The Guild of Mercers’ Scholars

## Introduction

We are looking for someone to fill the role of Webmaster.

This is a fantastic opportunity for a member of the Guild to learn more about commercial web applications and the operational side of them. We require a punctual, computer literate individual to update and maintain the Guild website.

This may be particularly suitable for the following people:

* Apprentices or young Guild members working towards a job in the tech industry. This role would be a good addition to their CV.
* Guild members who are already working in technology and want to contribute towards the guild.
* Guild members who want to become more digitally savvy and have time to learn.

## Term

January 2022 – December 2022, with the possibility of extension.

## What you will do

* Work with the Guild and the web application agency to facilitate improvements
* Update news items and events when needed
* Upload images and news articles
* Ensure that email addresses of the new court members are up to date
* Use the admin side of the website to make these updates and changes
* Attend website meetings to discuss progress

Website updates are not only the responsibility of the Webmaster. Other members of the guild will update newsletters and events. Your job is to support them and assist where needed.

## Required skills

* Computer literate
* An understanding of the Guild and the nature of the events throughout the year
* Punctual, detail oriented
* Good written English

## Benefits

* Experience working on a commercial software project
* Interaction with other senior Guild members
* Potential to shape the future of the Guild’s digital presence.