

Web Editor Job Description

The Society of Recorder Players is looking for a volunteer to act as web editor. The work will be supported by the existing deputy web editor, Sara Scorey.

The duties of the web editors are to:

1. Manage the overall content, appearance, functionality, security and performance of the website
2. Keep the content up to date, working with branches, advertisers and other content providers within the SRP
3. Maintain, and where necessary enhance, the bespoke on-line systems supporting the Society, mainly
 - a. Membership administration, working with the membership secretary
 - b. On-line event booking system, working with the organisers of festivals and other SRP events
 - c. Branch music library catalogue, working with branch librarians
4. Administer the SRP email accounts, WordPress user accounts and the SRP PayPal account

We envisage a general division of labour whereby the web editor is responsible for the development and back-end activities, whereas the deputy carries out the day to day operations maintaining the website content. The deputy and editor cover for each other in periods of absence, and the deputy can help on back-end tasks where she has particular expertise (for example VBA development).

The main qualification is an interest in providing a usable, secure and responsive service to the Society, but the web editor will need to have or acquire skills in:

1. Relational database design and implementation using MySQL
2. Server programming in php and MySQLi
3. Client programming in javascript with jQuery and jQuery UI
4. Administration of WordPress installations
5. Word and Excel programming in VBA

I recognise that the maintenance of the on-line systems will initially require support from me until the new editor is familiar with them, and I will provide as much support as necessary for a reasonable period.

If you would like to learn more about the position, please contact the web editors.

Society of Recorder Players Web Editors

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