



LBT Volunteer Job Description

Title: Webmaster

Current holder:	See Organisational Chart
Contact e mail address	Via communications.officer@lbt.org.uk
Type of volunteering	To act as webmaster for LBT club committee.
Main purpose of volunteering	To maintain the LBT website.
Responsible to	The Chair of LBT committee and the communication officer.
Competencies / experience required	Have a good knowledge of web-site design and maintenance.
Commitment required	Attendance at committee meetings as necessary and an indeterminate amount of time spent on maintaining the website. This will fluctuate depending on the time of year and workload.
Benefits to self	Working alongside members of the club committee and improving communication between members through an up to date website.
Benefits to community	Knowledge of what is happening within LBT and the region due to an up to date website and regular updates.
Support received from:	The LBT Chair and the Regional Development Officer when appropriate.
Is this volunteer opportunity open to disabled persons?	Yes.