



Job Description

Job Title	Website/Clubspark Administrator
Date	12/09/23
Job Holder	
Date Appointed	AGM
Expenditure Authority	None without committee approval
Main Duties	

Overall

- Support the club in all its activities and specifically by attending club tennis sessions and social events
- Actively encourage new members and support tennis activities at all levels
- Administer SPLTC Clubspark & the SPLTC Website
- Attend Committee Meetings

Specifically

- To administer the SPLTC Website, configuration and upload new content as made available to keep the Website 'active and current'
- To administer the SPLTC Clubspark site and ensure the configuration meets the club's needs
- To provide Clubspark administration and technical support (for example to resolve issues with membership records) to the Secretary or other Committee members as requested