



# Glamorgan Family History Society

## Cymdeithas Hanes Teuluol Morgannwg

---

JOB DESCRIPTION:

WEBSITE ADMINISTRATOR - PHASE 2 DEVELOPMENT - Parish Resources

Responsible to: Website Manager

### DUTIES & RESPONSIBILITIES

#### Website Development

- Prepare material for uploading to the website in order to provide members with detailed resource information at a parish level;
- Optional - Upload material to website
- Optional - Create additional website pages

### RELEVANT SKILLS & EXPERIENCE

Ability to send emails and emails with attachments;

Ability to use a spreadsheet;

Ability to convert documents eg Word, Excel to pdf format;

Optional - Ability to upload material to website/Ability to create additional pages.