

Outline of job description

Job title	Admin assistant - website & social media
Main purposes of job 1. 2. 3. 4.	Maintain & update Branch website Maintain & update social media platforms Provide holiday cover for Administrator Scan weekly planning list
Key tasks 1. To review HCPRE website and work with volunteers to ensure this is up to date	Ensure meeting dates show the next meeting, change after the monthly meeting. At end of Dec post the meetings for the next year Add latest agenda to website (About Us>meeting dates. Support us & Resources). Move previous agenda to Resources Identify pages in need of updating and contact the relevant volunteer for an update To post example planning objection letters to the website. Review Google Analytics and see how site can be improved
2. To ensure HCPRE social media platform(s) are up to date	Review & update HCPRE social media pages (Facebook, Twitter) on at least a weekly basis Add / share content as directed by volunteers
3. To provide cover for Branch Administrator leave	Coordinate receipt and transfer of communications between Branch, public, NO & other CPRE groups
4. Scan weekly planning list	Forward to PLAN team & Admin on certain trigger points i.e. 10 or more houses
Key results/objectives 1. 2. 3.	Raise branch profile Ensure website is up to date and provides relevant information Maintain a high Branch profile on social media platforms Ensure no disruption to information flow during Administrator leave
Reporting to... (name and title of line manager)	Barbara Bromhead-Wragg. Branch Administrator