**Website Manager: Job Description**

**Purpose of role:** The Web Manager's role is to support the Communications, Events, Membership and Programme teams on the website.

**Reporting line: VP, Marketing (part of Communication team)**

**Specific Tasks:**

1. Keep PWI Brussels external website www.pwi.be (public and member sections) up to date:
   1. Update website layout and text when needed or requested (general pages only: individual Programmes can update their own pages, and Events Team can update events)
   2. Make suggestions for improvement
   3. Ensure changes on website are being tracked and can be reverted for a certain period of time if needed.
   4. Provide support and advice on management of the website.
2. Ensure performance of website:
   1. Liaise with Wild Apricot as web provider to deal with issues that arise with the performance of the website.
   2. Maintain and troubleshoot the site yourself where possible (content, registrations, transaction logs).
3. Liaise with PWI Comms team:
   1. Marketing to review web statistics and monitor analytics
   2. Marketing / Legal to ensure data protection policies kept up to date
4. Social Media to ensure effective interactions web & social media. Update PWI Brussels city network section on PWN Global Karakas website www.pwnglobal.net and liaise with PWN Global Head of Marketing as necessary

N.B. References to the website here refer to the website only, not to the database / back office behind the website.