

Role Description – IT Co-ordinator – Grampian Orienteers

This is a voluntary role.

Responsible to: Club President/Chairman, club membership

The main role of the IT Co-ordinator is to manage the IT equipment, systems and facilities, and to spread skills in its use. The post-holder is usually a committee member.

Specific tasks include:

- maintain (or manage the maintenance of) club website (structure, not content)
- manage logon access and train club members to update club website as appropriate
- liaise with Publicity Officer re. use of social media
- liaising with event organiser/planner, set up and maintain OEntries facility as required for events
- set up and maintain club's RouteGadget site
- submit results to BOF (or ensure that it is done)
- responsible for club computer(s)
- maintain and oversee use of SI equipment
- be main source of expertise in use of SI equipment & Autodownload, and train others
- at events, lead on use of computers, production of results
- maintain relevant documentation (on website)

Duration/frequency:

- the IT Co-ordinator is usually in post for several years
- committee meetings are generally held once every 2 months

Knowledge/skills/attributes required:

- appropriate computing technical knowledge
- ability to pass knowledge on to others

This is NOT "Regulated Work" under the terms of the Protection of Vulnerable Groups legislation and therefore does not require the post-holder to be a PVG Scheme member.

The IT Co-ordinator might also take on other club roles, for which separate role descriptions are available.