



## **The Seabird Group Executive Committee**

### **Ordinary Member – Website Manager**

#### **Position Description**

This is a 4-year role on the Executive Committee. As a member of the Executive Committee of the Seabird Group (a registered charity), the Ordinary Member - Website Manager is formally a Trustee of the Seabird Group. This means that they share legal responsibility for governing the Seabird Group and directing how it is managed. They are legally obliged to act in the Seabird Group's best interests, responsibly manage the Seabird Group's resources and act with reasonable care and skill. The roles of a Trustee are as follows:

1. Ensure the Seabird Group is carrying out its purpose for public benefit (set out in the constitution)
2. Comply with the Seabird Group's governing document (the constitution) and with UK Charity Commission law
3. Act in the Seabird Group's best interest (avoid conflicts of interest)
4. Manage Seabird Group resources responsibly
5. Act with reasonable care and skill
6. Ensure the Seabird Group is accountable (comply with statutory accounting and reporting)

Acting with reasonable care and skill means making use of your skills/experience and seeking advice where appropriate and ensuring you give enough time and energy to your role. This includes endeavouring to attending all meetings and the AGM.

More on what it means to be a trustee of a charity:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-knowcc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

In addition to your duties as a Trustee, the Seabird Group Website Manager has several specific duties associated with the role:

#### **Maintaining the Seabird Groups's website, online presence and hosted IT infrastructure.**

This includes:

- Working with other members of Excomm to ensure the website content is routinely updated and appropriate to support the group's goals
- Working with the Journal editorial team to ensure the timely production of online journal content for early release papers and final journal
- Working with the Excomm and Journal editorial teams to provide solutions to the provision of online presence for new content or activities
- Supporting and advising Excomm on provisioning new online material or presence including exploring and documenting options
- Liaising with the hosting provider on website and email provisioning and infrastructure updates
- Investigating and dealing with security issues including liaising with the hosting provider where required
- Editing and uploading videos to the Seabird Group YouTube channel



- Working with Excomm and conference teams on provisioning conference video content via the group's YouTube channel
- Maintaining the Seabird Group's Google Analytics including upgrades when required
- Monitoring SEO via Google Analytics and amending the website as necessary

### **Attending Seabird Group Executive Committee meetings**

The committee meets around once a month for ~1h, online.

### **Taking part in working groups**

The committee sometimes forms working groups to focus on a particular issue (e.g. Equality and Diversity, Conference Planning, Journal). The Website Manager is encouraged to join these as appropriate.

### **Participating in agreeing the allocation of Seabird Group Grants (twice/year)**

There are two research grant rounds, closing dates on 28/29th February and 31st October. All voting members of the executive committee review and rank the applications, ideally within 3 weeks.

### **Training**

The current website manager will provide hand over documentation, training and a period of hand-over support as required.

### **Skills required for the role:**

Candidates should ideally have knowledge or experience of (or willingness to learn about):

- Editing and maintaining website content
- Dealing with hosting of website and email
- Google Analytics
- Web domains and subdomains, including DNS

### **How to apply?**

Any questions about the role can be sent to the current Website Manager, Jeff Stratford, at [jeffstratford@gmail.com](mailto:jeffstratford@gmail.com).

Any potentially interested candidate should email the secretary no later than 31<sup>st</sup> October 2025 ([secretary@seabirdgroup.org.uk](mailto:secretary@seabirdgroup.org.uk)).