

WEBMASTER – JOB DESCRIPTION & PERSON SPECIFICATION

1. Job Description

The post of Webmaster is an appointed [paid] post. The purpose of the post is to develop and maintain the British Aikido Board website in response to requests from the website Project Manager [currently the Finance Officer] acting on behalf of the Executive Committee and the Board Members.

The website is hosted under the domain record of <http://www.bab.org.uk>. The static HTML pages are mainly ASP driven with a need to be edited using a suitable industry standard web development package. The database elements of the system are currently driven by both MySQL and Microsoft Access, although the need for MS Access is slowly being removed. The attendant duties and responsibilities include but are not necessarily limited to:

- Attending Executive and General Meetings of the Board when requested to do so
- Producing, if requested to do so, an Annual report for the AGM

2. Person Specification

The technology driving the BAB website has gone beyond that of non-professional web developers. As a minimum requirement, for the current website design, the post holder will require a background which encompasses and demonstrates:

- Strong knowledge of HTML, XHTML, DHTML, CSS, Classic ASP, Asp.net, VBA, VB Script and JavaScript
- Knowledge of website development software packages including, but not limited to, Dreamweaver, MS FrontPage, MS Expression Web, MS Visual Studio
- Fundamental knowledge of database driven websites using, ASP and Access, ASP and MySQL, ASP and SMTP for e-mailing systems
- Knowledge of ASP or PHP driven forums; required for setup and maintenance of currently embedded systems
- Knowledge of graphic media tools for digital stills and video footage
- A good understanding of Search Engine Optimisation.
- An ability to work with a diversity of Aikido Associations
- A knowledge of the art of Aikido (desirable but not essential)