

# Information Technology Co-ordinator

## Key objectives

Perform information management tasks to support the work of the Management Committee. Ensure that the following subsystems meet the expectations of Branch Management, Region Management, Club Management and Members of NZ Branch:

- Email
- Database
- Website

**(Note:** The It Coordinator is responsible for user level maintenance of Branch IT Systems. The IT Adviser will deal with technical / programming maintenance and development of Branch IT Systems)

## Responsibilities

- Liaise closely with members of the Management Committee, and the Branch IT Adviser to ensure the effective and timely performance of Branch IT tasks.
- Continue to develop and maintain the above subsystems in collaboration with the Branch management and members.
- Ensure that adequate backup facilities are in place for all subsystems.
- Develop additional IT processes to facilitate the operation of NZ Branch.
- Resolve any IT problems in a timely manner.
- Prepare supporting documentation for all areas of responsibility.

## Tasks

The IT Co-ordinator has overall responsibility for the following tasks, but other members of the Management Committee (or nominated individuals) may elect to carry out selected tasks.

### Email

- Maintain the addresses for Branch Management appointees.
- Maintain Region and Club forwarding addresses on request.
- Monitor and delete obsolete addresses.

### Database

- Liaise with the IT Advisor on matters relating to the structure of the NZ membership database.
- Collaborate with the Membership, Communication and Publicity Coordinator to manage the renewal of membership.
- Support the Membership, Communication and Publicity Co-ordinator when communicating with individual members by extracting requested items from the database.
- Generate and distribute membership reports at Branch and Region level.

### Website

- Liaise with the IT Advisor on matters relating to the hosting of the website.
- Maintain the WordPress software which serves as the framework of the website.

- Recommend changes to the Management Committee and implement these, in consultation with the IT Adviser.
- Prepare and implement an annual schedule of required updates.
- Update the structure and content of the website on request.
- Develop a Summer School website component if requested by the organiser.

### **Skills and attributes required**

- Organisational ability.
- Effective communication skills.
- Ability to work effectively as a member of a team.
- Enthusiasm, motivation, and passion for SCD and for achieving the NZ Branch aims.
- WordPress development.
- Excel and VBA

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