



Association for Student
Residential Accommodation

Job Description

ASRA Communication and Web Development Officer

The Communication and Web Development Officer is responsible for keeping the ASRA website up to date and improving the communication between the Management Committee and membership through the development of the ASRA website.

PRINCIPAL DUTIES:

1. To prepare press releases and communications in consultation with the ASRA Secretary and Chair.
2. To work closely with the ASRA Conference Officer to promote the ASRA Annual Conference.
3. To explore possible developments to the ASRA website, including an online booking and payment system and to compile and present to the Management Committee with any proposals for developments.
4. To co-ordinate and deliver an Annual Report at the AGM.
5. To work closely with all members of the Management Committee but in particular the Chair.
6. To recruit new members with the assistance of other colleagues on the Management Committee.
7. To regularly audit and keep the ASRA website up to date, adding and removing items and liaising with other Committee members where required.
8. To respond timely and efficiently to all website enquiries liaising directly with ASRA's website supplier where necessary.
9. To work to the ASRA Constitution, Standing Orders and Financial Regulations.
10. To feed any training contacts to Training Officer.