



## Can you help us develop the Club online?

### Recruitment of a Web Manager

We are at an exciting time in the development of the Old Edinburgh Club and we must make more of the Old Edinburgh Club's presence on the Internet. We see this as an important role for a new member of our Council of trustees and we have commissioned a web designer to revamp the site.

Our traditional activities of events and visits remain popular and the Book of the Old Edinburgh Club is well-used and always receives plaudits. We have innovated, eg, in introducing the Bibliography of Edinburgh History, and are now taking advantage of recent legacies through collaborative projects such as the Jean Butchart Bursary and the Jean Guild Grants programme.

The objectives of the Club are *“the study and support of all aspects of the history of Edinburgh, and the promotion and encouragement of interest in Edinburgh by means of lectures, visits, publications and appropriate activities for public benefit”*.

### What's involved?

Tasks involve:

#### 1) Content management

- timely updating of site content on:
  - OEC activities (lectures, visits, Book of the Club, etc)
  - resources and links to other organisations
- maintaining a house style
- drafting content to attract people to the site
- encouraging and editing contributions from Council trustees, OEC members and others
- developing ways of using the site (eg, member newsletters, polls, surveys)

#### 2) Maintenance of the website, including:

- administering the site (registration, licences, email accounts, etc)
- ensuring site security and that content is readily picked up by search engines
- monitoring visits to the website using Google Analytics

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## Skills and personal qualities

*Ideally:*

- excellent written communication skills
- good word processing skills
- basic computer graphics skills (eg, to manipulate image files)
- proactive and creative in approach
- ability to work well as a member of a team

## Taking up the role

We shall provide an induction to the work of the Club and can arrange a gradual handover of responsibility and provide an induction to WordPress if you are not currently familiar with this software. If you are experienced in work processing, its use is straightforward.

We wish to share responsibilities for content management and other trustees will shadow and support. Council members work together to promote the Club across social media, in print and in person.

Current office bearers and trustees are listed on our website at

<https://oldedinburghclub.org.uk/council/> with pen portraits for many of us at

<https://oldedinburghclub.org.uk/more-about-oec-council-members-our-trustees/>

## Interested?

If you feel you can add to the work of the Club, please contact Derrick Johnstone, Secretary [secretary@oldedinburghclub.org.uk](mailto:secretary@oldedinburghclub.org.uk)

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The Club is a charitable unincorporated association, charity SC006177 registered with the Office of the Scottish Charities Regulator (OSCR).

