

Due to the retirement of the present post holder, Walgrave Parish Council requires a new

WEBSITE ADMINISTRATOR

for the

***Walgrave* Village Website**

This is a voluntary position benefitting the local community and visitors to the village. The website is very well established but there would be opportunities for the new Administrator to develop the site even further in the future.

Are you interested?.....Please read on

We are looking for someone who is:

Computer literate with website experience

Technically capable and able to update systems and troubleshoot when necessary

Familiar with Word Press

Creative and able to use own initiative

Interested in getting involved with the village and its community

Willing to give up a few spare hours every week

The job would include:

Receiving and editing articles from all village sources, groups and organisations

Publishing Parish Council documents

Regularly updating the website

(Initial support and guidance in the form of a handover would be given)

If you are interested in doing something worthwhile for the benefit of the village, then please email:

Mrs Rosie Warne (Clerk to Walgrave Parish Council) at:

Walgravepc@gmail.com