

**iIIRG Deputy Web-editor and Communications Officer**

**Roles and Responsibilities**

**Responsible to:** iIIRG Directors (through the iIIRG Web-editor and Communications Officer).

**Main purpose**: To report to the iIIRG Web-editor and Communications Officer and conduct all administration duties as outlined below in the specific roles and responsibilities. As Deputy Web-editor and Communications Officer, you will not necessarily sit on the iIIRG Executive Committee.

**Requirements:** You will be required to deputise for the iIIRG Web-editor and Communications Officer (please refer to their Roles and Responsibilities). Please note that more hours will probably be worked prior to and during the annual conferences and any training events, but less during the course of the year (see specific roles and responsibilities below).

**Remuneration:** This is a voluntary position and there will be no monetary remuneration from iIIRG. However, the iIIRG will fund all conference fees during your tenure (but NOT travel and/or subsistence costs). The iIIRG will not be held responsible for paying any form of leave (including sick leave and maternity leave or holidays).

**Indemnity:** Whilst you are serving in this role, you will be automatically insured under the iIIRG’s professional indemnity insurance policy.

**Tenure:** The length of time in the position as iIIRG Deputy Web-editor and Communications Officer is 3 years, however, the position can be terminated at any time (giving at least one month’s notice) with no redress to the iIIRG, the Directors or its Executive Committee. Please refer to the iIIRG Constitution for further details.

**Specific roles and responsibilities**

As the iIIRG Deputy Web-editor and Communications Officer you will:

1. Maintain the content and any updates to the website (in consultation with the iIIRG Web-editor and Communications Officer, Directors and web designers only), which includes:

* 1. ensuring that members' details (and any links to academic homepages etc) are present on the iIIRG main website and updated when requests are received, or new applications to join are received, or members leave the iIIRG;
  2. ensuring that all new members, once fully paid, are transferred onto relevant systems;
  3. creating the conference website pages and liaising with the conference organisation team to update these as required;
  4. creating, maintaining and updating the conference app (or equivalent).

1. In terms of (1) above, you will also be required to update the website operating manual for all aspects of the website in consultation with the iIIRG Web-editor, Directors and web designers;
2. Respond to all relevant enquiries made through the iIIRG website and e-mails in consultation with the Directors (in particular those relating to website access, website problems and enquiries, and members’ updated details);
3. Be involved in the organisation, joint-administration and smooth running of the annual conferences and masterclasses, including working with the conference administrator dealing with registrations, enquiries and abstract/bursary submissions in the run up to the conference;
4. Be involved in the organisation and joint administration of all separate events run by iIIRG and its sponsors/professional collaborators, including creating and providing technical support for webinars;
5. Assist the Web-editor and Communications Officer, Directors and the Executive Committee in the joint work of the day-to-day running and maintenance of the iIIRG;
6. When necessary, support the iIIRG Web-editor and Communications Officer in administering the iIIRG’s Linkedin, MailChimp and Twitter accounts;
7. Ensure practices are GDPR compliant;
8. Conduct other business on behalf of the iIIRG as decided by the Executive Committee (through the Directors).

The iIIRG will fund all iIIRG conference fees during your time as iIIRG Deputy Web-editor and Communications Officer (but NOT associated travel and subsistence costs) and you are expected to attend any and all Executive Committee meetings that are called – full reimbursement will be made in terms of travel and subsistence costs if the meeting does not coincide with the annual conference or other events.

**Agreement**

Having read the above roles and responsibilities of the iIIRG Deputy Web-editor and Communications Officer, I hereby agree to abide by them and I confirm that I have read, understood and agree to abide by the iIIRG Constitution and all extant iIIRG policies. I accept that all discussions within the confines of my role as iIIRG Web Editor and Communications Officer will remain confidential at all times – if not, my position may be terminated:

**iIIRG Deputy Web-editor and**

**Communications Officer:**  **For and on behalf of iIIRG:**

Signed:………………………………………… Signed:…………………………………………

Name:…………………………………………. Name:………………………………………….

Date:…………………………………………… Date:……………………………………………