

**iIIRG Web Editor and Communications Officer**

**Roles and Responsibilities**

**Responsible to:** iIIRG Directors.

**Main purpose**: To sit on the Executive Committee as the iIIRG Web Editor and Communications Officer and conduct all administration duties as outlined below in the specific roles and responsibilities.

**Requirements:** You will be required to conduct all iIIRG Web Editor and Communications Officer duties for approximately 300 hours per year (equivalent to around 4-6 hours per week), which will allow both you and the iIIRG more flexibility so that the hours worked (on a weekly or monthly basis) match the fluctuations in demand for work over the entire year. For example, 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:** You will be paid an annual stipend of £3,000, which will be paid in 12 monthly instalments of £250 (paid on the last working day of each month). You will be responsible for the paying of all personal income tax and national insurance contributions. The iIIRG will not be held responsible for paying any form of leave (including sick leave and maternity leave or holidays). The iIIRG will provide you with a computer in order for you to conduct the work of Web Editor, should it be required.

**Indemnity:** Whilst you are serving on the iIIRG Executive Committee, you will be automatically insured under the iIIRG’s professional indemnity insurance policy.

**Tenure:** The length of time in the position as 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 Web Editor and Communications Officer you will:

1. Plan the content and any updates to the website (in consultation with the Directors, web designers and deputy web editor only), which includes:
   1. creating relevant resources for members in collaboration with the executive committee and sharing these via the website;
   2. being involved in the organisation, joint-administration and smooth running of any online webinars, including technically supporting these.
2. In terms of (1) above, you will also be required to design and maintain the website operating manual for all aspects of the website in consultation with the Directors and web designers;
3. Supervise the iIIRG Deputy Web Editor in order to:
   1. Respond to all relevant enquiries made through the iIIRG website and emails in consultation with the Directors;
   2. ensure 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;
   3. ensure that all new members’ details, once fully paid, are updated onto the relevant website pages ;

* 1. Create the conference website pages and liaise with the conference organisation team to update these as required;
  2. Create, maintain and update the annual conference app (or equivalent).

1. Assist in the maintenance, in conjunction with the iIIRG Administrator/ Membership Liaison Officer, for all iIIRG administration files;
2. Be involved in the organisation, joint-administration and smooth running of the annual conferences, including working during the annual conferences and masterclasses (in agreement with the iIIRG Directors);
3. Be involved in the organisation and joint administration of all masterclasses and other training events run by iIIRG and its sponsors/professional collaborators;
4. Assist the iIIRG Directors and Executive Committee in the joint work of the day-to-day running and maintenance of the iIIRG;
5. Responsibility for content and administration of the iIIRG’s Linkedin, and Twitter accounts;
6. Responsibility for content and supervision of administration of the iIIRG’s MailChimp communications;
7. Ensure all practices are GDPR compliant;

1. 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 Web-editor and Communications Officer (including all associated travel and subsistence costs). However, it is expected that you will work throughout the annual conferences and 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. However, for those who are overseas, Skype will be the preferred option.

**Agreement**

Having read the above roles and responsibilities of the iIIRG 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 on the Executive Committee and as iIIRG Web Editor and Communications Officer will remain confidential at all times – if not, my position may be terminated:

**iIIRG Web Editor and**

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

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

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

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