Events Team

Role Description: Website Coordinator

About Forum

Forum for Counsellors and Psychotherapists is a not-for-profit group run for, and by, its members. Forum's primary role is to provide high quality workshops for counsellors and psychotherapists, mainly from the Shropshire and Mid-Wales areas. Events are usually held three or four times a year, on a range of topics. We go to some trouble to find knowledgeable and skilled facilitators and usually aim for a mix of theoretical and experiential learning. Our workshops are well attended, highly rated and affordable.

Forum's training programme is organised by an Events Team. These are members who volunteer their skills and experience through various roles. Being part of the team can increase contact with professional colleagues, enhance personal and professional development, and count towards CPD.

Title of role: Website Coordinator

The Website Coordinator's primary responsibility is to liaise with Forum's website consultant; keep an overview of the website and make updates from information generated from meetings, minutes and communications with the Events Team.

Key aspects and skills: computer, IT, and website management skills; uploading content and formatting skills; basic understanding of online financial transactions within websites.

Responsibilities include:

• Managing website security and passwords.
• Managing the IT account with the web host.
• Liaising with Forum Treasurer for payments for website and other IT costs.
• Maintaining Membership pages and liaising with Membership Secretary where necessary
• Keeping all website pages current and updated following changes made by the Team.
• Attending Events Team Meetings.
• Attending the Forum AGM.

Time commitment: 4-5 Events Team meetings a year (on a weekday evening for around 90 mins), plus time to complete tasks relevant to the role.

Expenses: travel expenses paid for meetings and other costs incurred while volunteering for Forum

www.forumforcounsellors.co.uk