

Somersetshire Coal Canal Society

Role Description – IT Support Advisor

The Society currently uses a variety of IT products. The role of the IT Support Advisor will be to support and advise committee members on the best use of the existing IT products and make appropriate recommendations for new or alternative products that can improve the administration of the Society in a cost-effective manner. The duties of the IT Support Advisor include the following:

- To review and understand the email management system, Groups.io used by the Society and to make recommendations for its maintenance, improvement or replacement
- To manage the Society's email redirection software
- To contribute to the Society's Facebook group
- To review and support the Society's website www.coalcanal.org making recommendations for its maintenance, improvement or replacement
- To keep abreast of new technology developments and advise the committee on any topic the IT Support Advisor considers could improve the administration of the Society in a cost-effective manner.

Note: our IT systems are currently managed by various committee members and so this role is a part of the Society's succession plan.