



Multidisciplinary Association of Spinal Cord Injury Professionals

www.MASCIP.CO.UK

Role Description: MASCIP Web Manager

PURPOSE:

To be the Committee link for making use the MASCIP website is up to date

KEY RESPONSIBILITIES:

In conjunction with Committee Member role

- Conduct monthly review of website to look for inaccuracies, expirations and functionality
- To action requests from Committee members to post items on the website
- Co-ordinate with Maria Floyd (website volunteer) for the uploading of information to the website: m_e_floyd@hotmail.co.uk
- Co-ordinate with Julie Braithwaite (SIA website volunteer lead) for website reconfigurations j.braithwaite@spinal.co.uk
- Co-ordinate with Andy Hooper, Stewarts Law with issues relating to Website Domain ahooper@stewartslaw.com (Senior Digital Marketing Manager)

TIME COMMITMENT:

Approximately one hour a month to review the website. There are surges of input following the quarterly committee meetings and pre and post the annual conference.

THE PERSON:

- Commitment to MASCIP
- Motivated
- Timely
- Organised
- Good, independent judgement
- Understanding of the context in which MASCIP and its members work
- Desirable - Senior staff member at a UK spinal cord injuries centre

January 2021