



Geography Teachers' Association of S.A. Inc.

163a Greenhill Road, Parkside, South Australia 5063

Website: www.gtasa.asn.au

Email: admin@gtasa.asn.au

GTASA Website Manager

Position Information Document

POSITION DESCRIPTION

Position Title:	GTASA Website Manager
Responsible to:	GTASA President
Tenure:	2 years (there will be opportunity to renew, subject to successful appraisal)
Honorarium:	\$1500 (per annum)
Function:	The Website Manager is responsible for managing and maintaining the GTASA website and associated communications. The Website Manager will work collaboratively with the GTASA President and the Executive committee, as well as Educators SA and DBG Technologies.

GENERAL ROLE DESCRIPTION

GENERAL

The GTASA Website Manager is expected to:

- Assist the President in fulfilling the aims and goals of the Geography Teachers' Association of South Australia as stated on our website¹ and summarised below:

To promote and support the teaching and study of geography in South Australia

- Cooperate fully with the President and other members of the Executive Committee in keeping with the aims and goals of GTASA.

¹ GTASA website: <http://www.gtasa.asn.au/goals-of-the-gtasa>

- Have an understanding of Geography education philosophy and contemporary approaches to teaching and learning.
- Work collaboratively with the GTASA Executive committee and Educators SA in managing and maintaining the GTASA website
- Communicate with GTASA members regarding access to the members only section of the website.

SPECIFIC DUTIES

The GTASA Website Manager is expected to:

- Upload documents to the public and members-only sections of the website
- Monitor and ensure materials on the website are up-to-date and relevant to geography teachers
- Identify materials and resources which are relevant to our members and post these to the website and social media (Facebook and Twitter)
- Monitor monthly membership payments with Educators SA to ensure paid GTASA members have access to the members only section of the GTASA website
- Respond to email queries that are submitted via the website
- Communicate with DBG Technologies to resolve website issues and make adjustments to website design.

PERSON SPECIFICATION

The GTASA Website Manager is expected to:

- Have a capacity and a desire to actively contribute to the GTASA's aims and goals
- Demonstrate outstanding troubleshooting skills and strong attention to detail
- Be able to work autonomously and as part of a team
- Be self-motivated and self-disciplined
- Have the ability to prioritise tasks
- Demonstrate a positive work attitude
- Have strong interpersonal skills and communicate clearly
- Perform other duties related to GTASA's digital profile as required from time to time

KNOWLEDGE AND/OR EXPERIENCE IN

- Highly skilled in ICTs, including:
 - Uploading materials to a website program
 - Eventbrite, Facebook & Twitter, MailChimp and other social media
- Geography teaching and education (desirable)

By signing this Position Information Document, you are agreeing to all duties and responsibilities listed.

Joanne Wegener /.../...
GTASA President (signature) (date)

Acknowledged by person selected:

..... /.../...
(print name) (signature) (date)