

## **\*\*Volunteering Opportunity\*\***

### **\*\*PCA Webmaster\*\***

#### **\*\*Opportunity Overview\*\***

The Presbyterian Church of Australia (PCA) is seeking a skilled and detail-oriented honorary Webmaster.

#### **\*\*Functions\*\***

*The appointee will be responsible for managing and maintaining the PCA website, ensuring its functionality, security, and optimal performance.*

#### **\*\*Accountability\*\***

*The Clerk of Assembly is responsible to the Assembly for the content of the PCA website. The Webmaster serves under, and is accountable to, the Clerk of Assembly and will inform the Clerk when implementing updates, troubleshooting issues, enhancing the overall user experience, and before making significant changes to the content of the website.*

#### **\*\*Tasks\*\***

- Regularly update and maintain website content, ensuring accuracy and relevance.
- Monitor website performance, troubleshoot issues, and implement solutions to optimise speed and functionality.
- Implement website enhancements and new features after consultation with the Clerk of Assembly.
- Conduct regular security audits and implement measures to protect against cyber threats.
- Analyse website analytics to assess user behaviour and make data-driven recommendations for improvements.
- Stay informed about industry trends and best practices to ensure the website aligns with current standards.
- Ensure website content aligns with the overall message, mission and model of the PCA.

#### **\*\*Experience\*\***

- Proven experience as a Webmaster or in a similar role (not less than three (3) years)
- Proficient in HTML, CSS, and JavaScript.
- Strong knowledge of website management tools and content management systems (CMS).
- Familiarity with SEO best practices.
- Experience with website analytics tools (e.g., Google Analytics).
- Excellent problem-solving and troubleshooting skills.
- Strong attention to detail and commitment to delivering high-quality work.
- Effective communication and collaboration skills.
- Minister, Elder or Communicant member of the PCA preferable.

#### **\*\*Education\*\***

- Bachelor's degree in Web Development, Computer Science, or in a related field, would be an advantage.

#### **\*\*You will receive \*\***

- An honorarium for voluntary services, paid as determined from time to time by the General Assembly of Australia Finance Committee.

#### **\*\*How to Apply\*\***

Anyone interested in this opportunity can kindly submit their resume, if available, to [GAAClerk@pcnsw.org.au](mailto:GAAClerk@pcnsw.org.au). Please include "Volunteering Opportunity: Webmaster" in the subject line.