The Quantum Management System

Coordinator for Website

Volunteer/Stakeholder

Role & Responsibility

The Website Coordinator is responsible for self-coordinating the QMS Website for and on behalf, with oversight from, the QMS Steering Team – and will be an experienced and competent individual conversant with website building and maintenance able to work with the any system.

The Website Coordinator will need to be able to run all aspects of the Website and take daily responsibility for all aspects of it from uploading, removing or changing content, generating weekly statistical reports, design and addition of additional pages and content, checking the content on the public forums, fixing any problems associated with signing up to become a member, alerting the QMS Steering Team of any problems and issues with the site or with person's using the site and other general matters and concerns pertaining to oversight of the QMS Website.

The Website Coordinator will be required to check-in once per week, and as necessary on top of this, with the QMS Steering Team to inform them of what is going on with the management of the Website and to provide a statistical report to them and to liaise regarding any material that is to be uploaded, removed, changed etc. Please take into consideration that this role will involve a lot of time as things progress.

The Website Coordinator will NOT be micro-managed and will be left to take responsibility for the Website in general. However, as the Website is the key tool for the QMS, the Steering Team have 100% control and final say on all matters regarding the Website. The weekly meeting is also a way of ensuring the Steering Team and Website Coordinator are all on the same page and know what is going on and to stay in the loop together. This way the QMS Steering Team can offer their thanks, gratitude and appreciation for the Coordinators' work and to all those concerned in the coordinating and volunteering process.

Website			Coordinator/Facilitator:		
Upload and remove content	**Generate Weekly Statistical Report**	**Check Public Forum Contents**	**Assist with any problems**	**Website design and oversight**	**Liaise with QMS Steering Team**
At the request of QMS Steering Team members to upload, remove or change content as required.	To generate a weekly statistical report with information as required by the QMS Steering Team and to be presented at the weekly meeting	To check content and material on the public forums and, as deemed necessary, escalate concerns, assist with problems, address and to direct QMS Steering Team members as required	To alert the QMS Steering Team to any problems that arise in regards to the website from a technical perspective as well as problems or issues occurring in Forum's etc.	To look after the integrity of the website, including design of new areas or pages, re-design of existing areas or pages. To assist with developing and/or building any additional QMS sites to be linked.	To liaise with the QMS Steering Team once per week to update on the website and provide the statistical report, touch base and share information, instructions etc.

- Additional Coordinator and Volunteer roles may become evident or expanded as the journey progresses – these will be advertised as necessary.