Head Of Website

Role:

The Head of Website is responsible for managing and maintaining the Moore Student Radio website, ensuring it is regularly updated with accurate, engaging content. This role oversees the publication of articles, news, and station updates, and coordinates a team of student journalists and other contributors. The Head of Website supports writers, manages deadlines, and ensures content aligns with the station's values and branding. They are also responsible for developing creative new features and ideas for the website throughout the academic year, working closely with the wider committee to promote station activity and student voices.

Responsibilities:

1. Manage and update the website, ensuring all content is accurate, non-bias, accessible, visually consistent, and regularly maintained throughout the academic year.

2. Regularly update the news and blog sections with fresh articles, announcements, and features that reflect station activity and student interests.

3. Edit and proofread student work before publication, checking with the Station Manager, and providing constructive feedback to maintain quality, clarity, and editorial standards.

4. Manage and motivate a team of student journalists by assigning content, setting deadlines, and fostering a supportive and inclusive creative environment.

5. Update and maintain the live player and live schedule on the website to ensure listeners can reliably access Moore Student Radio broadcasts.

6. Work closely with the Communications Officer to create cohesive branding and ensure consistency across the website and social platforms.

7. Upload and support the Music Officer (both) with uploading shows to Mixcloud.

8. Manage the members' area of the website, ensuring resources, information, and internal content are kept up to date and accessible to members.

9. Brand effectively through seasonal changes and update the website accordingly in line with initiatives supported by Moore Student Radio/ festivities etc.

Skills & Qualities Required:

- An excellent communicator who can work effectively with student journalists, committee members, and the wider station team.

- Strong writing skills, with the ability to produce clear, engaging, and well-structured content suitable for a student media platform.

- Good editorial skills, including proofreading, attention to detail, and maintaining consistent tone and quality across published work.

- Approachable and trustworthy, creating a supportive environment where students feel confident sharing ideas and asking for guidance.

- Competent website skills, with the ability to manage content management systems and update digital platforms efficiently.

- Professional and helpful in all interactions, representing Moore Student Radio positively both online and within the organisation.