



Type: guide	Northumbria Blood Bikes: Auxiliary Role Description - Website Library Coordinator		
Owner:	Charity Secretary	Author:	Michael Thompson
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A. Why do we need this guide

This document sets out the roles and responsibilities of a Website Library Coordinator. It also serves as a prompt for any committee members considering creating a new role.

B. Who is responsible for this guide

The Charity Secretary of the group is responsible for the maintenance of this guide.
The Executive Committee is responsible for approving this guide.

All members of NBB Committee and any holder of the Website Library Coordinator role should be familiar with the information in this guide.

C. When will this guide be reviewed

The guide will be reviewed a maximum of two years following its approval.

D. How will changes be notified

The latest version of the guide will be made available via the members' library on the group website. New versions will be announced via email to all members of the executive committee and holders of the Website Library Coordinator role.

1. Aims of the Role

1.1. The Website Library Coordinator will assist the Charity Secretary to manage the items in the NBB Website library.

1.2. As we have moved the content of the members' handbook into a series of focused, individual, policies and procedures we now have over 50 individual documents to control. These documents now need to be organised into a members' handbook and reviewed for:

- Currency – Are the documents beyond their review date
- Consistency – A number of different formats have emerged, and documents may contradict one another.
- Accuracy – A number of documents now carry an out of date Charity Number or NBB Logo, and others are now no longer consistent with the new NBB Constitution.

All of these will be addressed by the Website Library Coordinator role.

1.3. The Website Library Coordinator will also monitor other document types, in the members' library but not forming part of the handbook, for Currency, Consistency and Accuracy.

1.4. The Website Library Coordinator will also work to improve the readership of the documents by suggesting improvements to layout, search functionality and usability of the website library and by engagement with the membership.

2. Who does this role report to

2.1. The Website Library Coordinator reports to the Charity Secretary.

2.2. The Website Library Coordinator will need to liaise with all document owners and authors to ensure consistency and accuracy of new documents or versions.

3. Responsibilities and Duties of the role

3.1. The Website Library Coordinator will be responsible for:

- Review existing documents in the website library and update the documents to include the correct Logo and Charity Number.
- Review existing documents in the website library and correct any formatting errors that have occurred.
- Agree with the Secretary / ICT Officer a naming convention for the documents and Review / Rename existing documents in accordance with the new convention
- Review existing documents in the website library and highlight any documents due for review to the respective owners and arrange for the document to be reviewed / updated.
- Agree with the Secretary / ICT Officer, and subsequently manage, a document publication process to ensure that documents submitted for committee review are approved and published in a timely fashion and that updates are notified appropriately.

3.2. The Website Library Coordinator will not be responsible for:

- Creation of new content for the library / handbook, that remains the responsibility of the committee member concerned.

4. IT System Requirements

4.1. This role requires additional access to ICT systems beyond those of a normal member

- Additional requirements for website access:
 - This role requires access to the Mail to All facility to contact these groups: riders, drivers, shift controllers, committee and all members to facilitate notifications of published documents. This role does need to create and update website pages. The Website Library Coordinator role would need to be able to access the website “library items” content to create new items and to update existing items.
- Additional requirements for OLRIS access:
 - This role does not require additional access to the OLRIS.
- This role has additional requirements for Email access:
 - This role does require a personal NBB email address
 - This role does require a role-based email address – library_#@northumbriabloodbikes.org.uk
- This role requires access to Slack for managing the document review and approvals process.

4.2. Additional requirements

- This role will require access to Microsoft Office 2010 or later. Training in the use of the software, especially the use of the NBB document template will be given.
- A good standard of written English would be an advantage for this role.

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Version Control and History

Date	Version	Author:	Reason For Change
Nov 2017	1.0	Michael Thompson	First Version
Jan 2020	1.0	Ronnie Paton	Document Review