



Role Description:

Website Manager (voluntary)

York Georgian Society: Who we are

York Georgian Society was founded in 1939 to promote the preservation and care, and to foster the study and appreciation, of Georgian buildings in and around the City of York. It is one of the oldest societies in the world devoted to the Georgian era, and the second oldest such society in Great Britain outside London.

The Society's remit extends beyond architecture and the crafts associated with building to include the arts, culture and society of the period from 1660, the year of George I's birth, to 1837, the year of William IV's death.

“The York Georgian Society aims to encourage the conservation, restoration and maintenance of Georgian buildings and architecture; to prevent disfigurement to settings and other features of Georgian character; to promote interest and education in, and knowledge and learning of all aspects of Georgian architecture, arts, culture and society, all with special but not exclusive reference to the City of York and its neighbourhood.”



Role Overview

Estimated commitment: 4 hours per month in addition to quarterly committee meetings

Role type: Voluntary

The Website & Digital Manager is responsible for managing the York Georgian Society's online platforms, ensuring that content is accurate, engaging, and reflective of the Society's activities and mission. This volunteer role involves maintaining the website, updating event information, supporting digital communications, and working closely with committee members to promote lectures, news, publications, and planning casework.

As a key source of information for members, researchers, and visitors, the Society's website plays an important role in disseminating knowledge about Georgian York and the wider region. The Website & Digital Manager ensures that the site remains up to date, visually clear, and easy to navigate, while also supporting the Society's digital outreach through email communications and social media channels.

This position is well suited to someone with experience in website management, digital communications, content creation, or heritage interpretation, or an individual passionate about sharing knowledge of the Georgian period through accessible and engaging online formats.



Key responsibilities

- **Website Management:** Oversee and maintain the Society's website, ensuring information on lectures, events, membership, publications, and planning matters is accurate and up to date.
- **Digital Content Creation:** Prepare, edit, and upload content including news updates, event summaries, blog posts, and images.
- **Social Media & Communications:** Manage the Society's social media presence, sharing timely and engaging posts to promote events and highlight Georgian-related news. Support the distribution of email newsletters or announcements as required.
- **Collaboration with Committee Members:** Liaise with the Lecture Co-ordinator, Historic Buildings Representative, Membership Secretary, and others to gather content for publication. Ensure digital communications support the Society's overall aims and activities.
- **Technical Oversight:** Manage website hosting, updates, and basic troubleshooting.
- **Engagement & Analytics:** Monitor website and social media engagement, collecting basic analytics to help the committee understand audience interest. Offer recommendations for strengthening reach and improving digital presentation.



Person Specification

Essential Attributes and Skills

- A commitment to the heritage and conservation of Georgian York
- Strong IT literacy skills
- Strong communication and collaboration skills
- Experience of (or willingness to learn) mailchimp and Wix
- Experience of working on a committee (in either private, public or non-profit sector)
- Willingness to join the society as a member



