



ADH Website Editor Role Description

Role Title:	ADH Website Editor	Reports to:	ADH Communications Manager
Organisation:	The Association of Dress Historians (ADH)	Manages:	N/A
Purpose of role:			
<p>The ADH Website Editor is a key member of the Communications Sub-Committee, responsible for managing, editing, and publishing content to the ADH website (by working with our ADH webmaster, who updates the website about once a month). Reporting to the ADH Communications Manager, the role holder will help to maintain the dynamic virtual hub of the Association’s global community, gaining formative experience in web content co-ordination.</p>			
Role Expectations			
<p>As the ADH Website Editor you must:</p> <ul style="list-style-type: none"> • Follow the ADH Style and Communications Guide • Manage and co-ordinate all content on the ADH website • Ensure consistency of website layout • Research and source open-access images for website content • Ensure all website content is up-to-date • Check website content for accuracy • Manage ADH website publication standards • Work closely with the ADH Executive Committee to ensure all required content is published as scheduled • Work closely with the ADH Communications Sub-Committee to ensure a consistent organisational identity • Monitor website traffic and provide metrics and data insights • Monitor the ADH website email • Advise ADH Board of new web technology developments <p>Desirable skills:</p> <ul style="list-style-type: none"> • Previous experience within web technology • Knowledge of and interest in website accessibility standards • Excellent attention to detail • Excellent written and communication skills • Excellent digital skills • Good organisational and self-management skills • Demonstrable interest in the field of dress and textile history <p>Desirable competencies:</p> <ul style="list-style-type: none"> • Ability to manage expectations and workloads • Ability to work independently and as part of a team • Ability to promote a fair, open, diverse and inclusive organisational culture, informed by a desire to meet various access needs 			

Type and Length of role

- This is a remote voluntary role, with a two-year tenure. Potential candidates with access needs are encouraged to apply.
- The position can be conducted from anywhere in the world, but the successful candidate may occasionally need to attend online meetings during UK daytime.
- Resignation can be offered at any time, but the role holder is expected to stay in position until they have handed over to a replacement candidate or made other provision, where necessary.
- ADH roles are supported by a two-month hand-over or induction. This is considered as a review period to ensure both candidate and ADH team agree with uptake of the role.
- The role-holder will need to devote an average of 4 hours per week, split across several days, to position and organisation (this will be discussed with the successful applicant prior to acceptance of role).

To apply, please send a covering note explaining how you feel you fit the role and a CV to:

Amelia O'Mahony-Brady:

communications@dresshistorians.org

& Bethany Adams: secretary@dresshistorians.org