

# CoDA UK National Service Committee

## Webservice role description

### Person Specification

#### Essential

- Has worked the CoDA program or at least completed their Step 9.
- Is an active CoDA member working the steps and traditions.
- Has the support of a sponsor, co-sponsor, sponsorship group etc.
- Is computer literate.
- Familiar with the principles of recovery and the CoDA program.
- Is comfortable with web-based services.
- Has own computer and active internet connection.

#### Desirable

- Has been actively working the program and attending meetings for at least 1 year.
- Previous experience of WordPress and Office 365.
- Familiar with CoDA literature.
- Familiar with internet copyright and privacy legislation.
- Provided service in meetings and/or intergroup.

#### Duties

- Publish new content to the website as it is received and in conjunction with the communications secretary.
- Work with the web service committee to continue to develop the website, develop new content and ideas for the website.
- To manage user access to mailboxes and Office 365 services for committee members.
- To continue to develop technology services to improve or ease the service of CoDA UK intergroups and members.
- To further technological means of carrying the message to the codependent who still suffers.
- To answer enquiries sent to the webservice.
- Update the website or services where it will benefit members.
- Bring decisions to the committee or the NSC where the path is unclear or additional support is needed.
- Support other committees and service role holders in their use of the website and technology services in the performance of their service activities.
- Support technology solutions implemented on behalf of CoDA UK.
- Attend CoDA NSC intergroup meetings.

#### Note

- The service can be intermittent with periods of activity and periods of quiet.
- Working with others undertaking service will be required.
- Currently the annual service costs for the website hosting and Office 365 are paid by the web service and reimbursed by the NSC.