

Meetings List Coordinator job description

Deals with emails coming into the Meetings email address on at least a weekly basis; keeps the CoDA UK website meetings list up to date and ensures an offline back up copy is available in case of any website issues; ensures all personal contact details for meetings comply with GDPR; works with the website team to develop the meetings part of the website appropriately and in line with updates to the meetings list software. Someone in this service role should be familiar with Traditions 5 and 7, must have access to the internet for updating the website, receiving emails etc and be familiar with managing information using Excel and other Microsoft products. Familiarity with Wordpress is also useful but not essential as a full handover document and support from the website team is provided. Familiarity with other parts of the CoDA Service structure and website are also required, as enquiries are sometimes sent to the meetings inbox which need to be directed elsewhere.