

Pub Data Co-ordinator

Role summary

Essential function

Do you have an eye for detail and would you like to use your abilities to provide good information for users of *WhatPub* for the pubs and clubs in your branch area?

As **Pubs Data Co-ordinator** for your branch, you'd collect up-to-date information on pubs and clubs and maintain it within CAMRA's information database.

The role involves

- Encouraging branch members to survey pubs and clubs.
- Entering and maintaining data in CAMRA's pubs database.
- Uploading updates for CAMRA's online pub guide *WhatPub*, the *Good Beer Guide* and the national survey on pub closures.
- Responding to updates received from CAMRA members and the public.
- Liaising with the Regional Pub Data Co-ordinator.
- Liaising with neighbouring branches so that all pubs and clubs are included.

Useful skills and knowledge

- Interest in maintaining accurate data.
- Good writing skills and online input proficiency.
- Experience with MS Excel.
- Access to a computer/tablet and the internet.

Time commitment

- This role can take up as much time as you are prepared to give. Around an hour or two a week is typical except at key times such as the annual *Good Beer Guide* updates.

Information and support

- Helpful information can be found in the [Pub Data and Good Beer Guide Resources](#) area of the CAMRA website.
- Detailed assistance and advice is available from your [Regional Pub Data Co-ordinator](#)
- Other information can be found in the [Volunteers' Area](#) of the CAMRA website.
- Support is also available from your [Branch Chair](#) or [Regional Director](#).

You can also contact volunteer.services@camra.org.uk

