

## **PUBS DATABASE COORDINATOR**

### **Purpose of the role:**

To coordinate the maintenance on behalf of the Campaign for Real Ale (CAMRA) details of ALL open pubs (including those that do not sell real ale) within the Branch boundaries. This data supports a wide range of pub campaigning activities , information for pub guides and surveys.

### **Key Activities**

- To organise a team of active branch members to survey pubs and maintain a branch database of accurate and up to date pub information.
- To ensure that pub information is stored in a format that allows electronic exchange of that information with other CAMRA systems, including WhatPub and the National Online Good Beer Guide Submission System.
- To upload regular updates to the national online pub guide WhatPub.
- To keep a record of pub closures, coordinating and submitting the Branch data for the Pub Watch survey, which is an annual national survey on pub closures.
- To act as the Branch contact to liaise with the Regional Pub Database Coordinator.
- To encourage Branch members to provide updates on pubs in the Branch area.
- To work with the Branch Chairman to ensure that pub information and updates are regularly raised at Branch meetings.
- Ad hoc liaison with neighbouring branches, so ensuring no pub gets missed. This also ensures that only one branch keeps the data for each pub and that branch boundaries are clearly defined.
- Some branches may also require the postholder to maintain information on other types of licensed premises such as clubs

### **Code of conduct**

- To refrain from putting forward any personal points of view within the data provided that is against CAMRA's policy or might bring the Campaign into disrepute.

### **Time Commitment**

- This role can take up as much time as you are prepared to give. 2 hours a month is probably a minimum except at key times, which could be the annual updates in preparation for submitting Good Beer Guide entries for example, when a higher level of commitment might be required.
- Regular attendance at local branch meetings is useful

### **Skills required.**

- Good writing skills.
- Good interpersonal skills.
- A working knowledge of database editing.
- Access to a computer and the internet.

### **Support**

- Support is available from CAMRA's National Pub Database Team, and from the Regional Pub Database Coordinator. Contact the National Pub Database Coordinator Andy Shaw, [andy.shaw@camra.org.uk](mailto:andy.shaw@camra.org.uk), for details of your Regional Coordinator.
- Advice and guidance is also available from Branch committee members and where appropriate, people who have previously held the post.
- A discussion group for this project can be joined by sending an email with your Branch and membership number to [camrawhatpub-subscribe@yahoogroups.co.uk](mailto:camrawhatpub-subscribe@yahoogroups.co.uk).
- For more information on the three supported branch pubs database systems (HOPS, SPILE and PUBZILLA) go to the Add Pubs page on WhatPub.com, or use the link [whatpub.com/download/camra-branch-pub-databases-and-online-pubguides](http://whatpub.com/download/camra-branch-pub-databases-and-online-pubguides).