

Bishop's Cleeve U3A

Job Description: Beacon Manager

Main Objective:

To ensure the smooth-running of “Beacon” for the benefit of all U3A Users.

- To view the Audit Log regularly and react accordingly to any relevant entries eg. Members' log on failures.
- To create a collection of “ready-made” e-mails for issue as appropriate.
- To set and issue a temporary password to members having difficulty logging into “Beacon”.
- To create/delete System Users, Roles and Privileges.
- To create/delete Offices and Post Holders.
- To change System Settings where/when necessary.
- To create/change System Messages where/when appropriate.
- To create/delete Membership Classes.
- To create/delete Member Statuses.
- To create/delete Polls for members.
- To create/delete Group Faculties.
- To view E-mail Delivery Reports in order to ensure e-mails have been correctly delivered and opened.
- To utilise E-mail Unblocker where appropriate.
- To gain knowledge from Beacon User's Guide, User's Forum and Helpdesk to answer any problems proving difficult to overcome.
- To consult Website and read Newsletters online to keep abreast of any topical information and developments.
- To issue e-mails to the whole online membership either from the Beacon Administrator or on behalf of another member e.g. Group Leader.
- To create for monthly Open Meetings an A-Z Members List and a Members Attendance Record using Excel from “Members”.

JANUARY 2020