The Role of the CCu3a Webmaster

Responsibilities:

The CCu3a Webmaster is responsible for the developing, maintaining and improving the CCu3a Website, which has been developed and maintained using u3a's *Sitebuilder* web development system.

Background:

This website has been in existence for more than 10 years, and most of its development and maintenance has been in the hands of the current webmaster.

During this time the site has been substantially developed from its initial rudimentary form to one which is more comprehensive in structure and content, and incorporates links to external sources. It was enhanced during the Covid pandemic to incorporate advisory content as well some more light-hearted material such as jokes and quizzes, and subsequently it had to be rebuilt following a serious computer crash at the centre which hosts the site.

The next phase of the site's life is for it to be transferred from the current Sitebuilder system to a new development system, *Siteworks*, which will build on the strengths of Sitebuilder, address some of its limitations, and provide the webmaster with new opportunities to further enhance the site for the benefit of CCu3a and its members.

It is now appropriate for a new webmaster to take over the site, and when the time comes, to take it forward to take advantage of the new facilities offered by Siteworks.

Requirements:

The new webmaster needs no background in web development, nor indeed in IT; Sitebuilder is designed for use by non-professionals, with preformatted page structures and comprehensive Help text, as well as knowledgeable support from u3a HQ.

 He/she should however be reasonably confident in using PCs and web-based systems, not merely for email & browsing, and will need regular access to the internet. Just as important is for him/her to be keen to learn and to improve the site for the CCu3a and its members.

The demands of the role are not onerous, normally requiring only updates to be processed once or twice per month.

Further Information:

As stated, Sitebuilder had comprehensive Help text, and this has been supplemented specifically for CCu3a by an additional document, entitled "**About The CCu3a Website",** which can be found from a link of the Reports page of the CCu3a website.

Further information can be obtained by contacting the current webmaster, Ian Gordon, on **ian_gordon02@yahoo.co.uk.**