

JOB TITLE **Beacon Administrator**

THE PURPOSE OF THE POSITION

Overall management of the Beacon System as used by Dunmow U3A.

RELATIONSHIP WITHIN THE COMMITTEE

Report to the Committee on any issues concerning the Beacon system and any proposed changes, bug fixes or upgrades to the system.

OUTSIDE AGENCIES

Contact with the Beacon team.

DUTIES AND RESPONSIBILITIES

- Maintain accurate system user data – creation of new users and temporary passwords. Remove system users as required.
- Resolve user login problem. Note: This may require a visit to the user to resolve the issue.
- Regularly review the Audit Log to identify users who are experiencing login issues. Contact them and resolve as necessary.
- Advise system users of Beacon outages.
- Train new users.
- Respond to emails received regarding non-delivery of emails to Dunmow U3A members by checking the email address in Beacon and correcting/unblocking as appropriate.
- Maintenance of Membership Classes to ensure that the system reflects the membership subscriptions agreed by the Committee.
- Liaise with the Beacon Team regarding any proposed changes to the system and ensure that they are aware of any specific requirements of Dunmow U3A.
- Backup Beacon data on a weekly basis.

KNOWLEDGE AND SKILLS

- Knowledge of database systems.
- Good communication and listening skills for training new users.
- Ability to maintain data accuracy.

GENERAL COMMITTEE RESPONSIBILITIES

Provide a monthly report to the Committee regarding any issues arising from the use of the Beacon system and any training undertaken or being planned.

February 2020