



THE UNIVERSITY OF THE THIRD AGE

HASTINGS AND ROTHER U3A

JOB DESCRIPTION WEBSITE ADMINISTRATOR

DUTIES AND RESPONSIBILITIES

To maintain and promote the use of the Hastings and Rother U3A (H&R) website

1. To liaise with the National Site Builder Support team who maintain the hosting service that the H&R website uses.
2. To update events, group and contact information, and delete out of date information.
3. To support the Groups Co-ordinator, who has site-editorial access, in respect of Group information.
4. To support Group convenors, who can opt for page editorial access, in the development of their group page.
5. To provide the committee meeting with hit data.
6. To disseminate our web address to interested parties outside H&R U3A
7. To provide the front page of the website with suitable photographs, changed at regular intervals and keeping a balance between Hastings and Bexhill.

Brian Gould

August 2020