

Job Description: Website Administrator

Overview:

To be responsible for the management and maintenance of the King's Lynn U3A Website. Ensuring that it is both accurate and contemporary by liaising with the Group Co-Ordinator, Group Leaders, and other Officers of the Branch to obtain and utilise the most current information.

Responsibilities & Duties:

- To be familiar with the means by which The Third Age Trust's Site Builder Website Software can be utilised to create and edit a Website for the use of the King's Lynn branch of the U3A.

To ensure that the information contained within those Webpages is:

- Factually Correct.
- Contemporary.
- Securely Held and in accordance with the Data Protection Policies in operation.
- Complies with the Acceptable Usage Policy of the host Internet Service Provider (ISP).
- Abides with the Terms & Conditions of Use for The Site Builder Software.
- Abides with the principles of the U3A.

- To attend and participate in Committee meetings in order to both obtain and disseminate information required in order to fulfil the role.