



LEIGH & DISTRICT U3A

JOB DESCRIPTION FOR BEACON ADMINISTRATOR

DUTIES & RESPONSIBILITIES

The **Beacon Administrator** is primarily responsible for maintaining the smooth running and integrity of the Beacon system. This means safeguarding the system so that designated users can maintain and retrieve the information they need in a timely manner.

GENERAL DUTIES

- Work with the Beacon software to store, organise and manage data.
- Troubleshoot.
- Keep the Beacon data up to date.
- Manage Beacon access.
- Set user access levels pertinent to their role.
- Create polls, membership statuses, membership fees etc., as required.
- Ensure that the data meets user requirements as far as is possible.
- Manage security/integrity and backup procedures.
- Backup regularly to Dropbox and/or an external hard drive.
- Implement security measures by means of passwords and user id's.
- Provide user training & support as required.

DEFINITIVE & DATE CONSTRAINED TASKS

- If required, produce & submit a list of members' names & addresses to enable receipt of TAM as required during the TAM submission windows.
- If required, produce relevant statistics for the Committee Meetings.
- Produce a Gift Aid Declaration each year for use by the Treasurer.

DIRECT SUPPORT FROM BEACON

- Liaise directly with the Beacon Support Team to stay informed of new developments.
- Liaise with Beacon on relevant training provision.
- Use the current support & Beacon Users Forums to attempt to resolve any specific problems & issues.