



LEIGH & DISTRICT U3A

JOB DESCRIPTION FOR WEBMASTER

DUTIES & RESPONSIBILITIES

The **Webmaster** is primarily responsible for maintaining the Leigh & District U3A web site.

GENERAL DUTIES

- To ensure that best practice is followed in constructing and maintaining our web presence, within the constraints of U3A Site Builder.
- To ensure that the website is maintained accurately, and particularly that out of date pages are either removed or updated.
- To upload documents (e.g. newsletter), photos and videos as required.
- To maintain the events diary as required.
- To ensure that the Trips Organiser is adequately trained to edit their own page and to enable access for them.
- To post notices on the Welcome page, as necessary.
- To ensure that willing Group Facilitators are adequately trained to edit their own group(s) and to enable access for them.
- To try to ensure that every U3A group has a representative page and that the page(s) are both up to date and written in an appropriate style.
- To provide training and advice in website operation for Committee members and Group Facilitators.
- To provide a report on website statistics for the Committee, if required.
- To ensure compliance with the requirements of the General Data Protection Regulation 2018.
- To create and maintain appropriate links to the Beacon Members Portal, e.g. for online renewals.
- To liaise with the U3A Site Builder support team as and when required in sorting out any technical problems.
- To create and maintain links with the websites of North West Region & GM Network and the Third Age Trust.