

ROLE DESCRIPTION - ZOOM ADMINISTRATOR Rev 07

Role Title:	ZOOM ADMINISTRATOR
Role Overview:	<p>The Zoom Administrator is a member of the Communications Sub-Committee of the London Region of U3As (LRU3A), reporting to the Communications Coordinator who is a member of the LRU3A Executive Committee.</p> <p>LRU3A is a registered charity but the Zoom Administrator is not a Trustee.</p> <p>LRU3A is a regional network of all U3As in the London Region and acts as an intermediary between London U3As and the Third Age Trust, as well as providing mutual support and a voice for U3A's in London.</p>
Role Objective:	To support the Communications Coordinator by managing the LRU3A video-conferencing account (currently Zoom Pro).
Tenure:	No specified length of tenure
<p>Main Tasks:</p> <ol style="list-style-type: none"> 1. To schedule and facilitate meetings that make use of the London Region of U3A's Zoom account, maintaining an up-to-date calendar to ensure that there are no clashes of meeting time. 2. To act as Host or transfer the Host responsibility as appropriate, ensuring that there is a trained LRU3A member present to Host meetings using the LRU3A account when required. 3. Assist LU3A members with guidance and training in the use of Zoom video conferencing. 4. Participate in LRU3A Communications Sub-Committee meetings, training, and discussions, and contribute to the LRU3A's Executive Committee's activities as appropriate. <p>The Zoom Administrator has a generic email address: zoomadvisor.lru3a@gmail.com Emails can be sent directly to this address or via the Contacts Page of the website, and the emails will be forwarded to the Zoom Administrator's private email address.</p>	
<p>Other possible activities:</p> <p>There is scope for further development of the role e.g.</p> <ol style="list-style-type: none"> 1. Presentation of Zoom statistics on attendance, use of the larger meetings account, etc. 1. Committee and Sub-Committee members often assist with LRU3A events and activities such as workshops, the Summer School, study days, and peer networking groups. 2. Technical support with other digital communications facilities and online learning activities as appropriate. 	
<p>Helpful qualities and abilities specific to post:</p> <ol style="list-style-type: none"> 1. Good communicator, team worker and networker 2. Attention to detail for maintaining the Zoom scheduling 3. IT skills – Zoom Pro (including large meetings); Word; email; Excel; PowerPoint. 	