



Job Description – Beacon Site Administrator

Responsibilities:

Management and maintenance of Northampton u3a Beacon Database
Arrangement of familiarisation and specific training for users
Consideration and resolution of user and system errors to ensure smooth functioning of the Beacon system.

Tasks

Complete the Set-Up operations for the system
Undertake those functions that are only available to the Site Administrator
Set-Up and maintain the System Settings
Set-Up and maintain System Users details
Set-Up Roles and associated Privileges
Allocate roles to System Users
Customise Beacon system messages as necessary
Assist and advise the Treasurer when setting up Finance Accounts and Finance Categories
Set-Up Membership Classes, Varying Membership Fees and Membership Statuses
Set-Up Polls and Custom Fields
Remove provided email address from SendGrid's bounce and spam lists

Note: A separate Job Description is required for a Beacon Database Administrator.