



Job Description: Webmaster

Responsibilities:

To update, refresh and manage u3a Northampton website, in order to keep the membership and enquirers informed about the activities of u3a Northampton and its Groups

Works with:

The role is reactive rather than proactive and the Webmaster works closely with other members of the committee, particularly the Group Co-ordinator(s), the Newsletter Editor and the Membership Secretary to ensure the information is current. There is also contact with Group leaders, when group information is to be updated, but close contact with the Group Co-ordinator(s) is required to ensure co-ordination of information.

Tasks:

General

- Attend committee meetings
- Attend/help at general Meetings
- Attend/help at special u3a Northampton events
- Check with Group Leaders / Committee before posting telephone numbers or email addresses on the web
- Add photographs from Newsletter after publication
- Update Newsletter page after publication
- Update group page photographs with any appearing in the Newsletter
- Add PDF copies of u3a Northampton information from u3a Matters, after obtaining editors permission
- Review Group page information to check if it is current and that photographs are relevant and up to date. Work with Group Co-ordinator/group Leader to update page
- Ensure that links to/ from other websites are operating properly and resolve matters as required

ASAP or Weekly

- Check email correspondence
- Update web site with relevant information, uploading documents/photographs as required

Monthly

- Post Group news onto the Group News Page
- Add upcoming u3a events to News on Welcome page
- Check that past events are deleted
- Prepares rolling Power Point presentation of Group News and Announcements for the monthly meeting

Miscellaneous

- The website address is <https://u3asites.org.uk/northampton/home>
- The site is built using u3a SiteBuilder and modified using this software. <https://u3asites.org.uk/code/index.php>
- The master website is stored by u3a SiteBuilder – no master copy is maintained by the Webmaster