

**JOB DESCRIPTION – Beacon Administrator**  
**Last Updated 10<sup>th</sup> Jan 2022**



This is a summary and is not an exhaustive list and may be amended as the needs of u3a change

In addition to the officers, there are committee members. It is important to remember that everybody on the committee is a trustee. Committee members shall serve for three years unless re-elected unopposed.

### **Roles and Responsibilities**

1. Set up Groups and update group details i.e. Venues and meeting times etc.
2. Create login details for Beacon System Users i.e. Group Leaders and Committee Members.
3. Allocate/update/delete Users Roles and Privileges on Beacon
4. Amend System Setting as required
5. Train potential Beacon Users i.e. Committee and Group Leaders and provide ongoing support
6. Support Preston & District u3a Members who need help with using the Beacon Members Portal
7. Work with the Membership Secretary to input/update Membership Classes including the current fees and dates relating to joining and renewals
8. Reset members email addresses when their email provider has rejected emails sent to members via the Beacon System.
9. Liaise with the National Beacon Support Team when problems occur

### **Skills and Attributes**

- Organisational skills
- Good communication skills
- Computer skills and access to email

### **Confidentiality**

Once a committee decision has been reached, committee members are expected to accept and abide by it. Most people recognise that decisions are not always going to be to their liking but that is the nature of democracy. Opinions expressed in a committee meeting should be regarded as confidential.

### **GDPR**

Members information must not be disclosed to another member without the individual's permission.