

Taw U3A Beacon Administrator Role Description

1. Role summary

- To be responsible on behalf of Taw U3A for the administration of the Beacon system on storing membership details
- To be the main contact for the National Office Beacon team.

2. Main Responsibilities

Please note:

- The specific tasks listed below are in addition to the statutory requirements and responsibilities of all trustees of charitable organisations in the UK as laid down by the charity regulators.
- Some of the tasks should be delegated to the Assistant Beacon Administrator and this delegation should be recorded for the benefit of the Trustees.

2.1. Responsible for:

- Keeping the data held on the Beacon system secure and to make other system users aware of expected good practice
- Controlling User access to the Beacon system by adding and disabling system user accounts, setting temporary passwords for new {or forgetful} users and assigning role access privileges for each system user
- Ensuring that system users are aware of best practice through working with others to provide formal and Ad Hoc training and advice
- Being the only person in Taw U3A with FULL access to all areas of the Beacon system
- Ensuring that all Taw membership details are only kept on the Beacon system so as to conform with GDPR requirements and not on personal computers.

3. Other

To carry out a comprehensive handover to a new Beacon Administrator when applicable.