

Webmaster / Beacon Administrator

Basic role description: -

1. To arrange either editorial or view only access to members according to their needs, regularly monitor such access and ensure that the requirements of the Data Protection Act are complied with by Tiverton U3A authorised users of both systems. To also provide the Data Protection Declaration Form for the users of Beacon, where appropriate.

2. Provide phone and/or email support (usually) to users of both systems and back up all data from Beacon to a secure drive on a regular basis.

3. To be responsible for the maintenance of both systems - (insofar as they relate to Tiverton U3A), and ensure that all entries are relevant and kept up to date. The list below, whilst not exhaustive for the Website, gives a flavour of the requirements of the role: -
 - Deleting out of date information, making sure that email addresses for the contacts page are kept up to date.
 - Changing the photograph by canvassing the membership for new interesting views from time to time.
 - Entering the programme of Monthly Speakers and other events both locally and nationally, when necessary.
 - Inputting details of planned Outings / Events when required by Group Co-ordinators who don't have editorial access to the website.
 - Updating the Groups information when Co-ordinators or meeting dates change (on both systems).
 - Keeping the Links page updated, adding new links which could be of interest to the membership.

4. Act as the link with the National Administrators of both the Website and Beacon on behalf of Tiverton U3A.

Estimated time requirement: - Now that both systems are up and running, usually no more than about 1 hour per week.