

# Systems Administrator Role

## Job Description

***This document is for guidance only and is not definitive***

### 1. Role summary

To support the Website Manager and committee members by ensuring Torbay u3a's key data is maintained securely and it adheres to the guidelines recommended by the Third Age Trust.

### 2. Main responsibilities

- Holder of the Torbayu3a account on Gmail (Torbayu3a@gmail.com).
- Maintain a register of all Torbay u3a Gmail accounts (Torbayu3axxx@gmail.com) and recovery details through backup email account and mobile telephone.
- Maintain security related documents using passwords and update as necessary.
- Maintain the Google Drive Repository folder and ensure it is used to hold all important Torbay u3a documents in source format (usually Word) and published format (pdf).
- Provide appropriate sharing / link facilities to give access to specific areas of the Google Drive Repository as agreed / required by the Committee.
- Maintain a Google Group for the Management Committee (torbay-u3a-committee@googlegroups.com).
- Liaise with the Website Manager and deputise for him or her when necessary.
- Maintain a register of Committee Members and photos of them for the Website Manager to publish on the website.
- Ensure data conforms to the Government's General Data the Data Protection Rules (GDPR) and Torbay u3as own policies on data protection.
- Design forms, posters and logos as required, ensuring they follow the u3a Brand Guidelines and they are kept up to date and are available on the Repository in the appropriate folders.
- Ensure official Torbay u3a documents designed by other people are appropriately presented, follow brand guidelines, and are dated.
- N.B. Items in blue text above should ideally be the responsibility of the Publicity Officer.

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#### **3. Other**

- To carry out a comprehensive handover to a new Systems Administrator when appropriate.

Last Updated: 09/12/22