

Website Manager Role

Job Description

This document is for guidance only and is not definitive

1. Role summary

To maintain the website for Torbay u3a (www.torbayu3a.org.uk) with content agreed by the Committee and provide documentation to allow other designated members to deputise for the role when necessary.

2. Main responsibilities

- Holder of the Torbay u3a Website Manager account on Gmail (Torbayu3aWebOfficer@gmail.com)
- Monitor email on the above account
- Update Torbay u3a website as required by the Committee using the u3a's Sitebuilder software at: <https://u3asites.org.uk/code/login.php>.
- Maintain register of usernames and passwords for users who are authorised to administer or edit the website using Sitebuilder
- Publish the monthly Newsletter and Committee Meeting Minutes in a password protected format on the Members Only page of the website
- Manage the website email contact list on Sitebuilder (for Committee members and Group Leaders)
- Maintain the list of presentation topics and speakers at future Monthly Meetings on the Events page
- Maintain an up-to-date list of groups and group pages on the website as required by the Groups Coordinator.
- Maintain a list of links on the Links page and ensure all external links are relevant and up to date
- Remove outdated links and other information on the website
- Ensure the website complies with data protection rules and brand guidelines suggested by the Third Age Trust, and Torbay u3a's Privacy Policy
- Manage the ftp server website (torbayu3a.org.uk) using an ftp client such as Filezilla
- Ensure members only documents are password protected by holding them on a secure folder on the ftp server.
- Maintain the PayPal pages on the ftp server.
- Field general website enquiries.
- Report to the committee prior to the monthly meeting and attend the meeting in person whenever possible (1st Thursday of the month)
- Provide documentation to facilitate deputisation or transfer of role as circumstances may require

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3. Other

- To carry out a comprehensive handover to a new Website Manager when appropriate.

Last Updated: 09/12/22