

TECHNICAL OFFICER/ WEBMASTER Whitley Bay U3A 19th May 2021.

Purpose of the role:

Maintain and update the Whitley Bay University of the Third Age web site.

Ensure equipment is available for the use of WBU3a.

Ensure software and programmes are available, for the hardware.

Functions and responsibilities:

Update the information on the web site, as and when requested by the Executive Committee and group coordinator.

Monitor the website to identify information that is no longer up to date and change, archive, or remove.

Update the site statistics shown on the website at the end of each calendar month.

Liaise with the Publicity officer, and Identify ways in which the content and presentation of information can be improved, to reflect favourably for WBU3a

Arrange training in the use of "Beacon" the administration programme.

Audit the Committees use of e-mail, Word, Power Point, including new equipment and training in their use.

Ensure appropriate security of software is in place on all hardware.