

Witney u3a

Role Description - Website Support

Responsibilities:

To assist the Webmaster in the day to day maintenance and updating of the Witney u3a website, for example:

- Posting of new material either as directed by the webmaster or from own sources of information
- Deleting out of date material
- Reviewing links to ensure that all these are working as intended

To assist with the transfer of the Witney u3a website to the new u3a Wordpress based platform (Siteworks) for example:

- Becoming familiar with the use of Wordpress
- Helping with testing of the site once it has been migrated to Wordpress and reporting of defects to the u3a Siteworks team
- Helping edit the migrated site to improve its appearance and functionality

Experience Required

- Basic computer skills
- Interest in developing expertise in the use of the Wordpress website development platform
- Experience in the use of website development software would be an advantage but is not essential as training material is available and support will be given.

This is a flexible post; the level of effort and hours required can be tailored to suit the individual.

If you are interested please contact Mike via the Webmaster link on the Contacts page of the Witney u3a Website