Webmaster - Role Description

Key Attributes

- Good software skills, including: a sound knowledge of Wordpress; ability to use Microsoft Office or similar; ability to use photo editing software
- Confidentiality, efficiency and ability to edit as needed and ultimately maintain good communications with committee and the membership
- Ability to generate creative ideas with attention to detail, a good level of grammar and comprehension, and sound organizational skills

Tasks & Responsibilities

- Maintain and update the website
- Recommend any changes to the website
- Liaise with other Committee members and Group Leaders, to ensure that the website contains relevant and up-to-date information
- Ensure the functionality and efficiency of the website with easy-to-use web pages
- Ensure security on the website
- Provide controlled access and editing rights of designated pages in the website to committee members and group leaders as required
- Provide any necessary training or assistance to members granted editing rights
- Liaise with the Beacon administrator in providing and maintaining the links to the Beacon system from our website
- Set up and maintain email accounts for committee members
- Ensure that all invoices received from the web hosting service provider are paid in a timely fashion
- Liaise with the web hosting service provider to ensure that any issues relating to the hosting service are resolved
- Ensure compliance with the UK General Data Protection Regulation

General tasks

- Attend Committee meetings and members General Meetings on a regular basis

Responsibilities as a Committee Member

- Be prepared to contribute suggestions or ideas, and help with any other initiatives that the Committee undertake
- Be aware of the requirements in being a u3a Trustee and adhere to the Code of Conduct and the Data Protection Act
- Be familiar with the Plymouth u3a Constitution
- Promote the u3a ethos and encourage others to volunteer to assist the committee