

## Plymouth U3A - Role Description

### Beacon System Administrator

**Key attributes:** Have an understanding of data systems; confidentiality, efficiency and ability to maintain good communications. **Note: Only U3A Trustees are able to perform this role due to confidentiality.**

#### **Tasks & responsibilities:**

##### **Beacon System Administration**

- Maintain all the data held on the system and ensure it is up to date/accurate.
- When sending emails, track all non-deliveries and contact addressee(s) to resolve issues.
- Add system users as requested and allocate role access.
- Deal with all queries and problems reported by system users
- Provide training for users (especially Group Leaders) on how to use the Beacon system
- Check the audit Log for activity and report to committee on a monthly basis.
- Be aware of updates and amendments by the Beacon Team and roll out to users as required.
- Manage users' expectations on your availability
- Liaise with the Beacon Development Team as required.
- Access the 'users forum' for updates and queries

##### **General tasks - As required**

- Be aware of updates and additions from the National Beacon Team

##### **Responsibilities as a Committee Member**

- Be aware of the requirements of being a U3A Trustee.
- Be prepared to assist with/perform any other tasks at the request of the Committee.
- 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 & Encourage others to volunteer to assist the committee

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