Plymouth U3A - Beacon System Administrator

Role Description

Key attributes: Possess an understanding of data systems and Microsoft office or equivalent; confidentiality, efficiency and ability to maintain good communications.

Note: Only U3A Trustees are able to perform this role due to confidentiality.

Tasks & responsibilities:

- 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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