



Plymouth u3a- Beacon Administrator.

Role Description

Maintain and administer the Beacon system for the benefit of the u3a. Work in liaison with committee members, group leaders and members. Liaise with the National Office and Beacon team to ensure maximum benefit is gained from the system.

Key attributes

The ability to communicate well and liaise with other u3a members including committee members and group leaders. A good level of IT literacy is required for this role. The administrator needs to be able to give direct assistance to help committee members and group leaders as users of Beacon. In addition, the role includes giving assistance to members to access Beacon to update their personal details or renew their membership.

Tasks and responsibilities:

- Maintain all the data held on the Beacon system and ensure it is up to date/accurate. Take any actions necessary to ensure the system is secure.
- Add system users as requested and allocate appropriate 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 National Beacon Team and roll out to users as required. Liaise with the Beacon Development Team as necessary.
- Liaise with the Webmaster in providing and maintaining the links to the Beacon system from our website (e.g. to allow on-line renewal and joining of new members)

- Ensure compliance with the UK General Data Protection Regulation.

Responsibilities as a Committee Member

- Attend committee meetings and contribute to the running of the u3a.
- 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 and encourage others to volunteer to assist the committee