



## **Plymouth u3a- Webmaster**

### **Role Description**

The Webmaster is responsible for updating the Plymouth u3a website so that it is a reliable source of information for all members. The general public should have some access to non-confidential information to raise awareness of the organisation and the opportunities it offers.

### **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 including knowledge of Wordpress and photo-editing software. The ability to generate creative ideas with attention to details is important alongside good organizational skills.

### **Tasks and 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 appropriate and 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 (e.g. to allow on-line renewal and joining of new members)

- 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 in liaison with the treasurer.
- 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.

### **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