

## WEBSITE ADMINISTRATOR DUTIES AND RESPONSIBILITIES

### Role Summary

The Website Administrator manages the layout and content of the u3a Saxon Shore website on behalf of the committee.

### Main Responsibilities

#### Groups

- Create new group webpages as required, liaising with the Groups Coordinator and the Group Facilitator of the new group. Information required includes a description of the purpose of the new group, the contact email address, the date, time, venue, cost and frequency of sessions.
- Add any new group to the Groups area on the Latest News page.
- On demand, make changes to the group pages as required. This may include adding pictures, changes in organiser, venue or timings etc.
- Remove or hide a group as required. This includes maintaining the Latest News page too.
- Maintain the general text on the Groups page.

#### Events

- Add new events as required by any u3a member, setting the Category to either a general heading or to the name of the relevant Group.
- Add the details of each outing received from the Outings Organiser to the Events page.
- Add the details of each talk received from the Speakers Organiser.
- On a monthly basis, scan the Newsletter for events and add them. This includes coffee mornings and walks etc.
- Modify the details of any event when requested.
- Maintain the general text on the Events page.

#### General

- Liaise with the Business Secretary, Chair and other Committee members regarding adding and maintaining Committee-owned content and procedures. This includes the Welcome, Latest News, Contact, Committee and How to Join pages as well as policies, procedures and guidance material on the Links page.
- On a monthly basis, update the Notice Board on the Welcome page with details of the next monthly meeting.
- Maintain the Outings Reservation and Membership Application Forms as required.
- Ensure personal details other than a person's name are not displayed or deducible (for example, directions to a member's home).
- Develop and maintain a Web Administrator user guide.
- When required, assist with the training of other content editors.

#### Exceptional!

- Reload files and photos where necessary upon hosting platform failure.
- On moves to new hosting platforms, undertake training required and ensure website is migrated.