

Introduction to the Website and Website Manager Role

The Five Deans u3a uses a Siteworks website, provided by the National Third Age Trust. The website is built using the WordPress Management System. The website is looked after by the Webmaster and currently four committee members add the content and keep the website up to date. If the new webmaster has no experience of WordPress, they will find training material available on line in the form of User Guides and Training Videos produced by the Third Age Trust.

Ideally this role should be someone on the committee but this is not essential, it is more important to find someone with the correct skill set, but close liaison with the committee will be essential.

Main Responsibilities

Administration

- Site Management: Manage the overall functionality and efficiency of the website including website security, resolving any hosting issues, ensuring that links work correctly and monitoring plugins. Address contact from the SiteWorks team as necessary.
- User Management: Add, edit and remove user accounts

Content

- Website Updates: Regularly update content as requested. Ensure event details and announcements are current and accurately reflected.
- Page Content: Design and edit web pages, ensuring the content is up-to date and written in an appropriate style. Keep menu navigation current.
- Event Management: Keep the events diary updated, remove out-of-date pages, and post new notices as required.
- Compliance: Ensure the website complies with GDPR regulations and other relevant legal standards including copyright.

Team Support

- User Support and Training: Provide training to group leaders and committee members on how to edit their relevant sections of the website. Offer ongoing support and maintain controlled access to designated pages.
- Collaborations and Communications: Work closely with committee members, group leaders, and potentially external website support teams to ensure the website meets the needs of its users.
- Statistical Reporting: Provide website statistics and reports to the committee as needed.
- General Tasks: Work as part of a team and liaise with the committee. Promote the importance of the website for the u3a and encourage others to use the website and contribute.

Knowledge and Skill Required

Essential Requirements

- Computer skills and good IT skills are required for this role
- Ability to mentor other users who may only have basic IT skills

Desirable but not essential

- Previous experience working with websites
- Previous experience working with WordPress

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