

HARLOW u3a ROLE DESCRIPTION: BEACON ADMINISTRATOR

THIS ROLE MUST BE HELD BY A TRUSTEE

- It is the role of all trustees to ensure the “object” of Harlow u3a’s constitution is promoted and fulfilled. (the object of the CIO is the advancement of education and, in particular, the education of older people and those who are retired from full time work, by means including associated activities conducive to learning and personal development.” (Pg 1 point 3 of the Constitution)
- All role holders should be familiar with policy and practice which relate to the running of Harlow u3a, specifically: Harlow u3a Constitution, the Role of a Trustee, Data Protection and Privacy policies, Safeguarding Guidance and Protocols. (Available via website/Quick Links)

TO SUPPORT THE BEACON ADMINISTRATOR, CONTINUING HELP/TRAINING IS PROVIDED THROUGH TAT, AND THERE IS AN ACTIVE SUPPORT TEAM AND FORUM AVAILABLE

PURPOSE:

The purpose of the Beacon Administrator’s role is to –

1. Support Beacon system users to ensure financial and membership records are well maintained, safe and secure.
2. Identify, and resolve, any data and system problems.
3. Be Harlow u3a’s main point of contact with national Beacon teams.

KEY TASKS

The main tasks are to –

1. Manage Beacon system users access to the system.
2. Notify users of training opportunities.
3. Provide initial training to new users on how to navigate and operate the Beacon system.
4. Provide help and advice, where needed, to support process and data management.
5. Encourage users to keep information up-to-date and accurate.
6. Deal with queries and investigate problems related to Beacon as they occur.
7. Be aware of updates and amendments by the Beacon Team and share with users as required.
8. Liaise with the Beacon Development Team as required.
9. Monitor the Beacon User Forum.

10. Liaise with the Website Administrator as required

11. Keep Harlow u3a Committee informed of status and developments.

RESPONSIBILITIES AS A COMMITTEE MEMBER

1. Attend and contribute to Committee meetings and be prepared to assist with/perform any other tasks as agreed with the Committee.
2. Promote the u3a ethos and encourage others to join the u3a and/or volunteer to assist the Committee where required.