

Job Description – IT Support

This role has only existed for the last eight years, that is since I started doing it. The ‘job description’ is, therefore, a description of what I do: when the role is taken on by somebody/bodies else, they will change it according to their knowledge, skills and interests.

Beacon Admin

Beacon is the database management system (DBMS) used by Exeter u3a to record details of members, interest groups and finances and to facilitate communication between officers and members and between convenors and their group members. As the administrator of the system I

- Control the access of committee members and convenors to ensure that they have access to the data that they need to perform their roles (and no more) within our u3a.
- Support users through documentation and training.
- Try to ensure the smooth running of the systems and deal with issues raised by users.
- Act as the ‘data controller’ under the provisions of the Data Protection Act, by protecting the data recorded.

Note that the Beacon system is, like any other computer system, a balance between security and accessibility and it is the duty of all users to preserve security of members’ data.

Web Admin

Maintain Groups pages

Acting on information from Groups Coordinator

Setting up convenors as editors and assisting them with editing

Editing pages following information from convenors

Adding documents such as the Newsletter, committee minutes, policies and job descriptions.

Perform general maintenance, such as removing out of date material.

With the advent of the WordPress/Siteworks site there is more scope for discussion of the general design of the web site under the direction of the committee.

General IT Support

Such as maintenance of the exeteru3a domain and the associated email addresses used by officers and helping committee members with individual IT issues related to their work.