

## Webmaster

Key area	Key responsibilities	Tasks
<b>Generic</b>		<ul style="list-style-type: none"> <li>• See generic role description</li> </ul>
<b>Governance</b>	Website Software	<ul style="list-style-type: none"> <li>• Select and purchase the software platform, upon which the website resides</li> <li>• Maintain the software and hardware environment, in which the website runs, applying updates and fixes, as required</li> </ul>
	Website Design and Build	<ul style="list-style-type: none"> <li>• Design, build and maintain the structure of the webpages and website navigation, across laptop/PC, tablet and smartphone environments</li> <li>• Ensure that the local u3a adheres to the GDPR</li> <li>• Ensure that there is at least one other person able to update the website design and content</li> </ul>
	Website Content	<ul style="list-style-type: none"> <li>• Populate the website</li> <li>• Liaise with content providers to provide updates to the website</li> <li>• Maintain accuracy, consistency and concurrency of information</li> </ul>
	Website access	<ul style="list-style-type: none"> <li>• Provide the necessary levels of access to information on the website</li> <li>• Restrict access to specific information, where required</li> <li>• Provide training and support to anyone using the website</li> </ul>
<b>National U3A interface</b>	National office communications	<ul style="list-style-type: none"> <li>• Make website available to National u3a</li> <li>• Liaise with other u3a webmasters</li> </ul>
<b>Public interface</b>	Communication	<ul style="list-style-type: none"> <li>• Make website available to other agencies</li> </ul>
<b>Skills set</b>	<ul style="list-style-type: none"> <li>• Strong technical IT skills</li> <li>• Quick learner</li> </ul>	
<b>Agreed</b>	<b>14/09/2021</b>	