

Systems Manager (Beacon)

Key area	Key responsibilities	Tasks
Generic		<ul style="list-style-type: none"> • See generic role description
Governance	Data management	<ul style="list-style-type: none"> • Ensure that all data collected by Basingstoke-Old Basing u3a and kept on a PC is confidential and accurate, and kept only for business purposes and the efficient running of the local u3a • Provide training and support to anyone using the Beacon Information System • Ensure that the local u3a adheres to the GDPR
	Documentation	<ul style="list-style-type: none"> • Provide efficient printing services for the local u3a distribution • Compile and/or ensure that the Year Book is accurate, including information and formatting
	Enrolment	<ul style="list-style-type: none"> • Attend and Support Meet and Greet day • Provide information to Group Convenors as required at enrolment • Support Group Convenors with the collection of information at enrolment
Committee duties	Committee Meetings	<ul style="list-style-type: none"> • Support the Treasurer and Data entry person and any other committee member as necessary • Provide reports for the committee as required
Member support	Member updates / communication	<ul style="list-style-type: none"> • Produce and manage attendance registers for the general monthly meetings • Advise and assist members in retrieving information which is necessary for the smooth running of the u3a as required • Provide training to members on the use of Beacon
National u3a interface	National office communications	<ul style="list-style-type: none"> • Keep up to date with the IT advancements being rolled out by National Office
Skills set	<ul style="list-style-type: none"> • High level IT Skills 	
Agreed	14/09/2021	