

JOB DESCRIPTION

BEACON ADMINISTRATOR

The Role

To enable, help and assist members, Group Leaders, the Committee and its sub-committees to optimise the benefits that the Knutsford u3a Beacon membership system offers.

To oversee the general use of Beacon and ensure users comply with GDPR.

Specific Activities

- Support all authorised users with their access and use of the Beacon database
- Add system users, and generate temporary passwords, as requested and allocate role access
- Ensure that system users only have the permissions required to carry out their own roles
- View the Audit Log regularly and react accordingly to any relevant entries, e.g. members' log on failures
- Create / amend System Users, Roles and Privileges
- Change System Settings where and when necessary, e.g. renewals
- Create / amend Membership Classes
- Encourage and offer training for Group Leaders to use Beacon to maintain their membership details and to contact their group
- Monitor email delivery and 'unblock' emails when necessary
- Point of contact for the National Beacon Team.

Committee

- Attend monthly Committee meetings
- Undertake such duties as are assigned / requested by the Committee.

General

- Gain knowledge from Beacon User's Guide, User's Forum and Helpdesk to answer any problems proving difficult to overcome
- Consult the Beacon website and read Newsletters online to keep abreast of any topical information and developments
- To issue e-mails to the whole online membership either from the Beacon Administrator or on behalf of another member e.g. Group Leader.