

JOB TITLE**Website Administrator****THE PURPOSE OF THE POSITION**

To manage the Dunmow u3a website by enabling the creation, maintenance and updating of its relevant pages and associated sub-pages and links as required.

To provide training, support, mentoring and backup to assigned page editors/authors and ensure that page content is appropriate, in line with GDPR regulations, accessible and user friendly.

To update the Groups web pages with information provided by group leaders or supporters, where this is found to be required, and to ensure that the top-level pages, which are the responsibility of various committee members, are kept up to date.

RELATIONSHIP WITH THE COMMITTEE

Liaise with the Groups Coordinator to enable the creation of group pages, the assignment of group page authors and ensure that timely and appropriate information is posted on their pages.

Liaise with the various committee members to support the creation and management of information intended for publication on the committee-based website pages – currently Welcome, Newsletters, Events, Outings and Membership.

OUTSIDE AGENCIES

The u3a SiteWorks Team for support.

DUTIES AND RESPONSIBILITIES

- Manage the Group web pages and sub-pages such that the information required by group leaders to be made available for the Dunmow u3a membership, is created in a timely and appropriate manner.
- Create pages as needed by group leaders and committee members when required and assign page editors/authors to those pages. Set up group pages according to the standard template. Set up SiteWorks accounts for page editors/authors and set up email links for contact email addresses.
- Provide training to page editors/authors in the use of the SiteWorks tool and its issues and peculiarities. Support and mentor them in managing their web pages to achieve their desired design within the limitations of SiteWorks.
- In conjunction with members of the committee responsible for information in the public domain, proactively monitor the various pages to ensure that material posted is relevant, consistent, GDPR compliant and of appropriate quality. Work with editors to overcome inadequacies.
- Advise the committee on broader technical and IT issues as from time to time requested.

KNOWLEDGE AND SKILLS

- Computer and IT skills as required for the role.
- Ability to mentor users who may have only basic IT skills
- Detailed knowledge of the SiteWorks tool for generating web pages including its issues and shortcomings. Knowledge of the way that it interprets user input to generate the page. Ability to write user input, attach photographs, documents and add in-line links to achieve a desired page design. Ability to edit photographs so they are suitable for the tool.
- Knowledge of HTML and CSS code at a sufficient level to be able to understand any non-intuitive behaviour of Siteworks would be useful. Develop techniques to overcome these behaviours and communicate them to editors/authors.

GENERAL COMMITTEE RESPONSIBILITIES

None apparent

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