

U3A Oliva Webmaster Job Description

Overall - weekly

- Maintain website.
- Monitor and update plugins as required.
- Ensure security of the website.
- Ongoing development of the website. The site should be a living thing and continuously evolving.

Weekly - usually 2-4 times per week

- Maintain 'useful information' page(s)
- Add to the Buy and sell pages as received.
- Update information pertinent to existing and prospective new U3A Oliva members. It's important to keep the site looking fresh for repeat visits.
- Update the Members Area information to members.
- Create new forms on the website as requires for the monthly quiz, membership application, membership detail update and any other forms as requires. This presently uses the 'formidable' plug in.
- Check that these forms are operating correctly and that the person that has to action them are receiving OK.
- Maintain the page of current U3A Oliva groups page.
- In conjunction with the groups Co-ordinator update the individual groups pages as required to ensure only current, relevant information is displayed.
- Monitor changes to the U3A umbrella organisation housestyle and update the website accordingly. Advise the committee of any changes relevant to them.
- Being an admin on the U3A Facebook group and posting relevant information from the committee there.
- In conjunction with the membership secretary produce membership cards for new members as they join.
- Add to and maintain the newsletter mailing list of U3A Oliva Members
- Add new members to the website as they join.
- Back up of the website on a no more than weekly basis. This may need to be more frequent depending upon the changes made during that period.
- Be IT support and admin on the U3A Office 365 suite.

Monthly

- Create and email distribute the monthly newsletter.
- Create and distribute single topic emails as required. this may be more than monthly.
- Note both of these use the newsletter plug in on the site.
- Upload Committee minutes and monthly accounts and add them to links from the appropriate pages.

- Maintain the Member Discount Page.

Yearly

- Create PayPal buttons to enable members to pay their yearly subscriptions online.
- Create a page each year for membership subscriptions information.
- At the end of September clean the list of U3A members on the website so that only current members are there
- At the end of September clean the list of U3A members on the newsletter mailing list so that only current members are there
- At the end of September clean the list of U3A members on the Facebook Group so that only current members are there.
- Design and produce the membership card for each new U3A year.
- Produce individual membership cards for each of the presently 400+ members in a format suitable for both printing and downloading to a mobile phone.
- Make these cards available for the membership secretary to distribute.