Role description – Beacon Administrator

Category: Recruitment

1. Document purpose

To outline the role and responsibilities of a Beacon Administrator.

2. Role summary

- To provide information, advice and guidance to Neston u3a's Beacon users.
- To be responsible for the paperwork and administration pertaining to u3a Beacon use.

3. Main responsibilities

Please note, the specific tasks listed below are in addition to the statutory requirements and responsibilities of trustees of charitable organisations in the UK as laid down by the relevant regulatory bodies. Some u3as may decide to delegate some of these tasks to other members of the committee e.g. the Treasurer.

3.1.   Beacon - general

- To ensure the Beacon system functions as intended for Neston u3a
- To provide information regarding updates and enhancements to Neston u3a Committee.
- To create new User roles and assign relevant Privileges to specific roles.

3.2.   Beacon users

- To set up users on the Beacon system
- To provide training to users on the Beacon system
- To support users as changes are introduced to the Beacon system.
- Review the list of Beacon users to ensure the users are current and relevant.

3.3.   Monitoring of Beacon system

- To oversee the general use of Beacon and ensure users comply with GDPR
- To resolve email distribution issues eg where an email address has been 'blocked' for delivery
- To update Training guidance on using Beacon and distribute to relevant users.

3.4.   Record keeping

- Maintaining up to date Beacon user information in line with GDPR requirements and overseeing deletion of redundant user information.
- To take a Data Export & Backup, on a monthly basis in case of system failure or loss of information inadvertently deleted by a Beacon user. To comply with GDPR, old copies of Data Exports & Backups should be deleted after a set period.

3.5.   On completion

- To carry out a comprehensive handover to the new Beacon Administrator.