

## PRESTON PARK u3a

### JOB DESCRIPTION FOR WEBSITE MANAGER

For SiteWorks WordPress site <https://prestonpark.u3asite.uk/> in use from September 2024

#### Administration

- **Site Management:** Manage the overall functionality and efficiency of the website including website security, resolving any hosting issues, ensuring that links work correctly and monitoring plugins, seeking support from the national u3a SiteWorks team as necessary.
- **User Management:** Add, edit and remove user accounts as required including Assistant Website Manager and any Group Leaders or other post holders as agreed.

#### Content

- **Website Updates:** Regularly update content including adding latest Monthly Updates, changes to Groups and their details, photos and news. Ensure event details and announcements are current and accurately reflected. Confirm to the originator when updates have been carried out.
- **Page Content:** Design and edit web pages, ensuring the content is up to date where advised of changes and written in an appropriate style. Keep menu navigation current.
- **Event Management:** Keep the events diary updated, remove out-of-date pages, and post new notices as required.
- **Compliance:** Ensure the website complies with GDPR regulations and other relevant legal standards including copyright.

#### Support to the Committee, Group Leaders and Members

- **Support to the Committee:** Ideally attend Committee meetings and communicate the work and priorities of the Committee and u3a via the website.
- **Recruitment of New Members:** encourage potential members to join the u3a with easy to navigate, engaging and informative pages and links to relevant documents.
- **Statistical Reporting:** Provide website statistics and reports to the Committee as needed.
- **Support to Group Leaders:** promote the importance of the website for the u3a and its key role in recruiting new members for Groups, encouraging Group Leaders to inform the Website Manager when updates are needed and contribute to their webpages.

- **Support to Members:** Attend general meetings and promote the importance of the website for the u3a, encouraging members to make use of the website to access information and find out which groups and events they might take part in.
- **Collaboration and Communications:** Work closely with Committee Members, Group Leaders, and potentially external website support teams to ensure the website meets the needs of its users.
- **User Support and Training:** Provide training to any Group Leaders and Committee Members given editing rights to relevant sections of the website where agreed. Offer ongoing support and maintain controlled access to designated pages.
- **Promoting the u3a movement:** Create internal links to other relevant websites such as the regional and national u3a websites (and if applicable the Beacon Members Portal).

August 2025