

JOB DESCRIPTION

BEACON ADMINISTRATOR – HALESOWEN u3a

The Role

To enable, help and assist members, Group Leaders, the Committee and others to optimise the benefits that the Halesowen u3a Beacon membership system offers.

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

Specific Activities

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

Committee

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

General

13. Gain knowledge from Beacon User's Guide, User's Forum and Helpdesk to answer any problems that may arise.
14. Consult the Beacon website and read Newsletters online to keep abreast of any topical information and developments.