

Role Title: Database & Website Manager

Role Type: Elected Committee Trustee

Reports To: Wendover u3a Executive Committee

Key Interfaces: Assistant Database Manager (Deputy), Committee Trustees, Group Convenors, and u3a National Support Teams (Beacon & SiteWorks)

Role Purpose

The Database & Website Manager is an elected Trustee holding ultimate responsibility for Wendover u3a's data integrity, compliance, and digital presence. This role holds exclusive master administration rights over the central Beacon database and serves as the Data Protection Officer (DPO). The role holder manages the Wendover u3a SiteWorks website, is designated as the Webmaster, drives integration efforts as national capabilities allow, and oversees a designated Assistant to ensure continuous system coverage.

Key Responsibilities

1. Beacon Database Management & Continuity

- **Master System Ownership:** Act as the primary administrator with exclusive access to top-level system settings and configuration controls within the Beacon database.
- **Continuous Data Hygiene:** Oversee the continuous maintenance of the database, ensuring that action is taken by appropriate Trustees to ensure prompt entry of new member data and the routine, secure removal of expired data.
- **Support and Coverage:** Oversee an Assistant Database Manager, ensuring they are sufficiently trained to maintain system continuity and manage essential data tasks when the postholder is away.
- **Access Control:** Audit, manage, and provision secure access levels for committee members and group convenors.
- **Routine Tasks:** Produce member attendance lists for the main meeting each month. Produce listing of full members names & addresses and upload to Mailing and Marketing Solutions (MAMs) portal 5 times each year for issue of u3a matters magazine.

2. Google Management

- **Wendover u3a Google Workspace:** Administer Wendover u3a email accounts for wendoveru3a.org.uk domain via Google Workspace admin, including creation, transfer and dealing with 'spam' filters.
- **Wendover u3a Domain:** Initiate any changes required to DNS for wendoveru3a.org.uk email domain and ensure that domain registration is renewed and paid for each year.

3. Data Protection Officer (DPO) Duty

- **GDPR Compliance:** Ensure all operations within Beacon and SiteWorks strictly comply with UK GDPR and statutory data protection laws.
- **Policy Enforcement:** Maintain the Wendover u3a Privacy Policy, ensuring data retention and deletion schedules are strictly followed during routine database cleaning.
- **Breach & SAR Management:** Act as the first point of contact for Subject Access Requests (SARs) and manage any data compliance queries.

4. SiteWorks Website Management

- **Platform Oversight:** Manage the u3a SiteWorks platform as the designated Webmaster, ensuring the website remains updated, secure, and appealing to the public.
- **Content & PR:** Ensure the site provides a modern, welcoming, and accurate reflection of Wendover u3a's diverse interest groups and activities.
- **User Account Administration:** Manage backend access for content editors and monitor platform notices or updates from the national u3a SiteWorks team.

5. Phased Systems Integration & Training

- **Proactive Integration:** Lead the technical alignment between the SiteWorks website and the Beacon database, implementing integration features as far as currently possible while tracking national u3a development timelines.
- **National Roadmap Monitoring:** Actively monitor official communications, forums, and update logs from the national u3a Trust regarding the SiteWorks-Beacon roadmap. Evaluate upcoming national features, participate in relevant u3a training webinars, and brief the Executive Committee on when new integration tools become available for local deployment.
- **Convenor Support:** In consultation with the Trustee holding the position of Groups Co-ordinator, train and support Group Convenors to confidently use Beacon for group management and show them how to keep their specific SiteWorks pages updated.
- **Member Enablement:** Promote the Beacon Members' Portal and the website, providing simple guidance to help members confidently navigate both systems.

6. Committee Trustee Duties

- **Governance:** Attend Executive Committee meetings, contributing to the broader strategic management and decision-making of Wendover u3a.
- **Reporting:** Provide regular updates to the committee on membership statistics, data compliance, and website performance.

Person Specification

Experience & Knowledge

- IT literate
- Hands-on experience managing the u3a Beacon database or a similar membership system.
- Familiarity with the WordPress-based u3a SiteWorks platform (or a willingness to engage with national u3a training).
- Strong understanding of UK GDPR principles regarding data minimization and secure storage.
- Familiarity with Microsoft Word, Microsoft Excel and Google Workspace

Skills & Attributes

- Attention to detail required for ongoing data cleansing and auditing.
- Ability to delegate tasks and train an assistant for holiday/absence coverage.
- Patient, clear communication style to support volunteers with varying levels of digital confidence.
- Ability to understand IT technical issues, communicate to Executive Committee and propose solutions.