

Beacon Administrator - Role Description

1. 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

2. Main Responsibilities:

A. Beacon - general

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

B. Beacon Users

- To set up users on the Beacon system
- To provide training for 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.

C. 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.
- 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 and 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 and Backups should be deleted after a set period.

D. On completion

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