SiteWorks Project: **Invitation and Engagement (I&E) Team** - **Job Description**

Background
u3a SiteWorks (SW) is a volunteer-led project which will provide WordPress websites to *(up to)* 700 u3as, replacing the existing Site Builder platform. More information is available at https://siteworks.u3a.org.uk/. The Invitation & Engagement team, comprising 4 - 5 volunteers, is responsible for inducting Web Managers into the project & scheduling their training.

Role
• Maintain u3a & Web Manager (WM) records;
• Send invitations to join project;
• Include invitations to online "Introduction to Training & Migration" session;
• Attend sessions, as co-host, to:
  • admit attendees;
  • record their attendance;
  • monitor 'chat' etc, drawing Host's attention if necessary;
• Dispatch Training Workbook to all who've attended sessions;
• Monitor progress of u3as, & follow-up any failed-to-responds;
• Manage throughput of WMs so that sufficient - but not too many - are ready for the Migration stage at a time when Migrators are ready to take them;
• Record all throughput activity on SW's project management tool;
• Answer any queries from WMs

Skills &/or experience
Essential: 'Trust Volunteer' status *(we can arrange induction)*;
Desirable: This is an administrative task, not a technical one, and basic training will be given as required. But familiarity with any of the following will be useful:
• 'Open Project'
• Microsoft 365 Office: 'Outlook' and 'Teams' (*files storage and online meetings*);
• MS Forms
• 'Sharepoint'/Documents
• (*Any*) Word processing, Spreadsheet & Database;
• Beacon (*u3a Admin system)*;
• Event-brite (as 'event organiser');
• Zoom.

Estimated time commitment:
Variable. Pre- roll-out: anything between 0 - 15 hrs pw. Post- roll-out: likely to be 6 - 8 hrs pw *(across a 7-day week, to be agreed with fellow team members).*

Start date: as soon as possible

Duration of project: probably 18 - 24 months