

SiteWorks Trainer (Volunteer Role)

About the role

We are looking for a volunteer to take over the initial Web Manager training which is mainly maintaining self-paced remote learning materials.. This role will suit a non-technical person who can explain how to do things in plain English. Existing SiteWorks knowledge is an advantage but a training background is more important.

Tasks and responsibilities

- Maintain the foundation SiteWorks Guide with regard to WordPress and u3a plugin updates plus related material for editors and authors.
- Contribute to the SiteWorks bulletins as required.
- Liaise with the SiteWorks Change Board team regarding upcoming product enhancements or bug fixes and build into the training guide as well as writing an interim update for a bulletin if the update is urgent.
- Respond to emails on the siteworks training email address.
- Attend SiteWorks team meetings upon request.
- Maintain confidentiality of u3a members and information accessed/received as part of the role
- If any personal details are accessed of u3a members, to ensure compliance with u3a systems and GDPR

Skills and knowledge

To undertake this role, you will need the following skills and or experience (where relevant training can be provided):

- A working knowledge of SiteWorks
- A training background with familiarity of learning styles and techniques, the ability to write objective focused remote learning materials, and the ability to explain how to use SiteWorks to non-technical Web Managers.
- How to structure a learning document
- Good written and oral communication skills.

- Up to date knowledge of the u3a movement (training will also be provided)
- Good people and communication skills and the ability to build relationships with others
- Enjoy interacting with others and being part of a team
- Knowledge of equality, diversity and inclusion (training can also be provided)
- IT knowledge to be able to work with Word/PDF documents (training can be provided on Teams/SharePoint if necessary).

Training and support from the Third Age Trust

- A Trust Volunteer induction workshop and a Trust Volunteer Handbook
- A staff member/lead Trust Volunteer who will be your main contact. Support will also be available from other Trust Volunteers and members of staff.
- Regular team meetings

Practicalities and Expectations

- The writing part of the role will be at your chosen time following receipt of data from other team members. It is likely that there will be two WordPress updates p.a. and that u3a plugin updates will be released at the same time.
- Liaison with the team, and with u3as around the country on occasion, will be primarily conducted via calls, video conferencing and emails, and will require access to a PC or laptop with good Wi-Fi connectivity.
- The time commitment for this role is flexible but estimated at an average of 1-4 hours a month with a little longer when workbook updates are needed. The time for those will depend on the content at the time..
- It is expected that all Trust Volunteers will be reliable and contribute in a timely manner,

subject to e.g. health condition, extenuating circumstances

- It is expected that all Trust Volunteers will carry out their role in line with the Trust Volunteer Code of Conduct and all relevant policies and procedures

Thank you for your interest in this Trust Volunteer role. If you want to find out more, have any questions or would like to express interest in this role, please contact: Chris Winner, Chair of Beacon/SiteWorks Steering Committee: chris.winner@u3a.or.uk.

As well as your name, please include the name of you u3a in your email.