

SiteWorks Trainer (Volunteer Role)

About the role

We are looking for a volunteer to take over the SiteWorks entry-level learning which is primarily maintaining 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 and a training background is beneficial.

Tasks and responsibilities

- Maintain the foundation SiteWorks Editing and Administrator's Guides with regard to WordPress and u3a plugin updates plus related materials suitable for Administrators, 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 Guides as well as writing an interim update for a bulletin if the update is urgent.
- Liaise with the Help Desk as needed.
- 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
- Familiarity with learning styles and techniques, how to structure a learning document, and the ability to explain how to use SiteWorks to non-technical Web Managers, Editors, and Authors.
- 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.