# SiteWorks Web Manager Role Description

To help Committees and Web Managers develop role descriptions, below is a list of activities involved in running a SiteWorks WordPress site. Note that some of these roles may be undertaken by colleagues such as Group Leaders, but the Web Manager should oversee all aspects of the site.

## Administration

- Site Management: Manage the overall functionality and efficiency of the website including website security, resolving any hosting issues, ensuring that links work correctly and monitoring plugins.
  Address contact from the SiteWorks team as necessary.

- User Management: Add, edit and remove user accounts. Users are your colleagues ranging from co-administrators to Group leaders.

## Content

- **Website Updates**: Regularly update content including newsletters, photos, and videos. Ensure event details and announcements are current and accurately reflected.

- **Page Content**: Design and edit web pages, ensuring the content is up-to-date and written in an appropriate style. Keep menu navigation current.

- **Event Management**: Keep the events diary updated, remove out-of-date pages, and post new notices as required.

- **Compliance**: Ensure the website complies with GDPR regulations and other relevant legal standards including copyright.

## Team Support

- **User Support and Training**: Provide training to group facilitators and committee members on how to edit their relevant sections of the website. Offer ongoing support and maintain controlled access to designated pages.

- **Collaborations and Communications**: Work closely with committee members, group leaders, and potentially external website support teams to ensure the website meets the needs of its users.

- **Statistical Reporting**: Provide website statistics and reports to the committee as needed.

- **Promotional Tasks**: Create internal links to other relevant websites such as the regional u3a website and if applicable the Beacon Members Portal.

- **General Tasks**: Attend general meetings and ideally Committee meeting. Promote the importance of the website for the u3a and encourage others to join and contribute.

## Revision History

| Version | Date | Author | Change summary |
|---------|------|--------|----------------|
| 1 | 2024-02-03 | Graham Tigg | First version pulled from various sources |