

Role description – Rotherham u3a Webeditor

Document purpose

To outline the role and responsibilities of the Rotherham u3a Webmanager

1. Role summary

A webeditor, also known as a webmanager, webmaster, or web administrator, oversees and maintains a website's operations, performance, and security, ensuring a positive user experience and meeting business objectives.

2. Skills Required

Access to a computer of suitable specification and good broadband connectivity is required.

Some technical ability is preferred but no formal qualifications necessary, training will be provided on the job.

Useful skills and experience would include:

- Familiarity with the popular CMS platforms WordPress.
- Ability to diagnose and resolve technical and non-technical issues, including website crashes, broken links, and security vulnerabilities.
- Ability to manage website development, maintenance, and updates efficiently.
- Understanding of visual design principles to create visually appealing and user-friendly websites
- Effective communication skills to collaborate with trustees, coordinators and users
- Ability to work effectively as part of a team.
- Willingness to learn new technologies and techniques as the web landscape evolves.





3. Main responsibilities

3.1 Key Responsibilities:

- **Website Maintenance and Updates:**
 - Regularly update and maintain website content, ensuring accuracy and relevance.
 - Monitor for broken links, outdated information, and other issues, addressing them promptly.
 - Manage website elements, including text, images, videos, and other multimedia.
 - Ensure the website is secure and functioning optimally.
- **Content Management:**
 - Upload, edit, and organise content to align with the website's goals and standards.
 - May assist with creating new content or auditing existing content to identify areas for improvement.
- **User Experience and Accessibility:**
 - Ensure the website is easy to navigate and presents content logically.
 - Employ best practices for user design and navigation to ensure a pleasant user experience.
 - Work to improve website accessibility.
- **Technical Issues and Troubleshooting:**
 - Troubleshoot and resolve technical issues that affect website usability or accessibility.
 - Monitor website performance and identify areas for improvement.
 - Monitor website traffic and analyze data to understand user behavior.
- **Collaboration and Communication:**
 - Collaborate with content creators, and other stakeholders.
 - Communicate effectively with team members and external parties.
- **Staying Updated:**
 - Keep abreast of industry trends and technologies to enhance the website's functionality.
 - Stay informed about best practices for web design & development
 - Ensure domain registration and hosting are current
 - Monitor for website security breaches and respond to them as needed





4 On completion

- To carry out a comprehensive handover to the new Webeditor

u3a	Role Description – Webmanager		
Version	Description of changes	Date	Review Date
0.1	Drafted for peer review	02 MAY 2025	Draft
1.0	Adopted and minuted at Trustee Meeting	06/06/2025	June 2028

