

Vacancy – Website Content (Editor)

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u3a

Chelmsford

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Welcome to Chelmsford u3a

Andy Moir is our website Administrator and Site Manager. He manages the overall functionality and efficiency of the website including website security, resolving any hosting issues, ensuring that links work correctly and monitoring plugins. He also ensures that the website complies with GDPR regulations and other relevant standards including copyright.

Up until now we have been relying on Andy to regularly update the content of the website, including adding/deleting photos, announcements, and ensuring that event details are current and accurately reflect what is happening in our u3a. He updates the group pages and keeps the events diary updated. He removes out of date pages and posts new notices as required. When a Group Leader wishes to learn how to update their page on the website, Andy is the only person that can show them how.

We are looking for someone to train as a Content Editor, who at first will share some of the simpler tasks but eventually learn to be a back-up should Andy become unwell or simply need to take a break. The website is written in WordPress and it would help if you have some knowledge of this.

If you are interested in the role:

Please contact Andy Moir (Web Manager) via the website at <https://chelmsford.u3asite.uk/contact/>

