

GROUPS COORDINATOR

Role Description

1 Role Summary

To facilitate the setting up of new interest groups through supporting and advising the Group Convenors/Leaders and ensuring good communications between group members, the Committee and the u3a as a whole.

2 Skills and Experience

- Enthusiasm for u3a interest groups and a passion for setting up and supporting interest groups.
- Organisational skills and comfortable using technology for sending emails and collecting and managing data.
- A team player, this role will be part of the u3a committee. (A member of the u3a committee becomes a trustee and has additional statutory requirements and responsibilities.)

3 Main responsibilities

Some of the responsibilities listed here may be shared with other u3a members, for example by having a deputy/assistant. Where the Groups Coordinator role is

3.1 Setting up and supporting new groups

- Recruiting, training and providing ongoing support for new Group Convenors.
- Gathering input from members on suggestions for new interest groups.
- Helping to publicise new groups via the local u3a website, newsletter, monthly meetings etc.
- Maintaining regular contact with groups and providing support with any challenges.
- Monitoring and collecting information about group numbers and where there are waiting lists encouraging members to start new groups.

3.2 Providing support and advice to Group Convenors

- Providing a copy of the Group Convenors handbook to all Group Leaders and copies of relevant forms e.g. incident report forms.
- Maintaining a list of local venues for groups
- Informing Group Convenors about the resources available nationally including Third Age Matters Magazine, national newsletter, Sources, the u3a website, and Subject Advisors.
- Being the first point of contact and provide support for any queries, problems, challenges that might arise in the running of an interest group, referring more serious matters to the Committee.
- Holding regular Group Convenors meetings so knowledge, challenges and new ideas can be shared and discussed.
- Encouraging shadowing and handover for Group Convenors who have decided to move on from their role.

3.3 Communication and administration

- Maintaining accurate details of your u3a's interest groups.
- Liaising with Group Convenors and provide the committee with updates on the progress/development of interest groups.
- Communicating any relevant information to Group Convenors from the committee, local networks, the region and or the u3a Office.
- Encouraging and assisting Group Convenors to share the activities of their groups via their u3a website, in local press and national communications.

Document History

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