

Job Description for Groups Coordinator

Role Summary

As Groups Coordinator you will facilitate the setting up of new interest groups at our u3a.

This will be done by:

- Supporting and advising Group Convenors/Leaders
- Ensuring good communications between group members, the Committee and the u3a as a whole
- Encouraging and supporting Group Convenors/Leaders to follow best practice in running their group safely.

Main Responsibilities

Setting up and supporting new groups

- Recruit new Group Conveners/Leaders
- Conduct induction and ongoing support for new Group Conveners/Leaders
- Gather input from members on potential new interest groups
- Publicise new groups via our local u3a website, newsletter, monthly meetings etc
- Maintain regular contact with groups and provide support for any challenges
- Monitor and collect information about group numbers and, where there are waiting lists, encourage members to start new groups.

Providing support and advice to Group Conveners/Leaders

- Ensure all Group Conveners/Leaders receive the Group Convener/Leader handbook or guidelines (template available on the u3a.org.uk), along with relevant forms such as incident report forms and risk assessments
- Maintain a list of local venues for groups
- Inform Group Conveners/Leaders about the resources available from the Trust via the [u3a website](#), e.g. [Subject Advisers](#), [Third Age Matters Magazine](#), [u3a Friends newsletter](#)
- Be the first point of contact for queries, problems or challenges that arise in the running of interest groups. Provide support, referring more serious matters to the Committee
- Hold regular Group Convener/Leader meetings so that knowledge, challenges and new ideas can be shared and discussed
- Encourage shadowing and handover for Group Conveners/Leaders who have decided to move on from their role.

Communication and administration

- Maintain accurate details of our u3a's interest groups
- Liaise with Group Conveners/Leaders to provide the committee with updates on the progress of interest groups
- Share information from the committee, local networks, the region, and the u3a Office with Group Conveners/Leaders
- Encourage and assist Group Conveners/Leaders to share the activities of the groups at our u3a in local communications and publications, on our local u3a website, and with the Trust communications team for wider promotion.

Job Description for Groups Coordinator