



## Role Description – Group Co-ordinator

### Category: Recruitment

#### 1. Document purpose

To outline the role and responsibilities of a Groups Coordinator.

#### 2. Role summary

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

#### 3. 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.

#### 4. Main responsibilities

Some of the responsibilities listed here may be shared with other u3a members, for example with the Venues booking officer. Where the Groups Coordinator role is a member of the u3a committee (trustee) there are also additional statutory requirements and responsibilities of trustees.

- Setting-up and supporting new groups
- Recruitment, induction and ongoing support for new Group Leaders.
- Gathering input from members on suggestions for new interest groups.
- Helping to publicise new groups via the local u3a website, meetings etc.
- Maintaining regular contact with Group Leaders 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.
- Providing support and advice to Group Leaders
- Guide Group Leaders in accessing the Group Leaders handbook from the website, where they will also find copies of relevant forms e.g. incident report forms, attendance registers, access instructions to Beacon etc.
- Maintaining a list of local venues for groups
- Informing Group Leaders 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 a group, referring more serious matters to the Committee.
- Holding annual Group Leader meetings so knowledge, challenges and new ideas can be shared and discussed.
- Encouraging shadowing and handover for Group Leaders who have decided to move on from their role.

## **5. Communication and administration**

- Record accurate details of Verwood u3a's interest groups
- Maintain the Groups details on Beacon, adding, deleting, and amending where necessary
- Encourage Group Leaders to enter group member names into the Beacon system
- Facilitate Beacon training and access (via the Beacon administrator where necessary.)
- Liaise with Group Leaders and provide the committee with updates on the progress/development of interest groups.
- Communicate any relevant information to Group Leaders from the committee, local networks, the region and/or the u3a Office.
- Encourage and assist Group Leaders to share the activities of their groups via their u3a website, Facebook, local radio etc.
- Remind Group Leaders to provide the Venues Officer with bookings requirements for all groups and to notify any changes or cancellations promptly. Requirements should include:
  - dates, times, duration
  - preferred venue and room layout
  - plus anything else deemed important