

Group Coordinator Role Description

Role summary

- To facilitate the setting up of new interest groups.
- To support and advise the Group Leaders/Convenors.
- To ensure good communication between the Group Leaders/Convenors, the group members, the Committee and the U3A as a whole.

1. Main responsibilities

1.1. Responsible for:

1.1.1. New interest groups

- Recruitment and induction of new Group Leaders/Convenors.
- Encourage shadowing and handover for 'exiting' Group Leaders/Convenors.
- Maintaining a detailed and accurate list of local venues.
- Support in setting up new interest groups e.g. making lists of interested members, having 'sign-up' tables at monthly meetings, arranging start-up meetings etc.
- Maintaining regular contact with newly established groups to discuss and review progress.
- Monitoring interest groups where there are waiting lists and encourage existing members to start new groups.
- Encouraging members with known skills and interests to become Group Leaders/Convenors.
- Inviting members' suggestions for new interest groups, discussing options with them and encouraging interested members to set up a group themselves with the workload being shared.
- Introducing new Group Leaders/Convenors to existing Group Leaders/Convenors doing similar subjects.
- Helping to publicise new groups via the website, newsletter, monthly meetings etc.

1.1.2. Support and Advice to Group Leaders/Convenors

- Oversee the production of a handbook/set of guidelines for Group Leaders/Convenors, to cover amongst other things:
 - venue hire and payment.
 - managing group monies
 - policies and procedures eg. Safeguarding, GDPR, Equality, Diversity and Inclusion
 - accident and incident reporting.
 - use of equipment.
 - dealing with problems.
 - group members and communicating with group members
- Ensure that Group Leaders/Convenors have a copy of the handbook or guidelines as well as access to or copies of all relevant forms e.g. accident reports, expense claims.
- Inform Group Leaders/Convenors about the educational resources available nationally including from National Office, Sources and Sources online, national website, Subject Advisors and the resources available online e.g. MOOCs, U3A online etc.
- To be the first point of contact for any queries/problems that might arise in the running of an interest group.
- To resolve any minor conflicts that might occur in groups, referring more serious matters to the Committee for consideration.

- To have regular Leader/Convenor meetings so knowledge, issues, problems and new ideas can be shared and discussed.
- To organise an annual social event for Group Leaders/Convenors to show appreciation for their contribution to the U3A.

1.1.3. Communication

- To maintain an accurate programme of interest groups, including title, content, frequency, venue, day and time and the contact details of the Leader/Convenor.
- To liaise with Group Leaders/Convenors and provide the committee with updates on the progress/development of the interest groups.
- To collect information on group numbers, members and vacancies and ensure the Membership Secretary is kept fully informed.
- To communicate all relevant information to Group Leaders/Convenors from the committee, the network, the region and National Office.
- To help to publicise new groups via the website, newsletter, monthly meetings etc.
- To advertise 'vacancies' for Group Leaders/Convenors when existing ones retire.
- To encourage and assist Group Leaders/Convenors to promote and profile the work of their groups via the website, Sources, Sources online, the Trust newsletter, through local press and social media and Third Age Matters.