

## Interest Groups Coordinator

We are looking for someone who is willing and capable of managing our Interest Group offer and making it truly irresistible to both existing and potential new members. This role involves:

- i. Listening to people and finding out what they want: helping to widen the scope and range of interest groups.
- ii. Holding regular Group Leaders meetings to ensure a common understanding of the u3a ethos and providing help and advice on all matters related to running a group.
- iii. Encouraging people to have a go at running a group and providing them with the support and advice to set one up.
- iv. Encouraging promotion of all active groups through our website and newsletter, working with the group leaders to make sure the group information is up to date and attractive to prospective members.
- v. Encourage more groups to use zoom as a means of holding their meetings, providing them with the technical support and advice where needed.
- vi. Negotiating with other u3a's to share interest groups.

If you are interested in this role and would like to find out more please get in touch with Lesley Wood, Chairman, [lesleywood54@yahoo.com](mailto:lesleywood54@yahoo.com) or by phone 01245 601359.