

## **JOB ROLE Groups Co-Ordinator**

### **THE PURPOSE OF THE POSITION**

Facilitate the setting up of interest groups to provide learning and social opportunities and provide support to new and existing groups.

### **RELATIONSHIP WITH THE COMMITTEE**

Liaise with relevant committee members e.g. Treasurer, Communications Officer, Outings Co-Ordinator. Liaise with Web Administrator to ensure there is a process in place for group information and activities to be up-to-date.

### **OUTSIDE AGENCIES**

Liaise and book venues as and when necessary.

### **DUTIES AND RESPONSIBILITIES**

- 1 Communicate with group leaders and encourage regular feedback on activities and updates for publication on the website, in the newsletter and any other U3A publications. Encourage the production of accurate and timely records in particular with relation to finance. Have an overview of group activities. Organise an annual meeting for group leaders.
- 2 Liaise with the groups mentor and arrange with the Groups Mentor to meet with group leaders annually and as required.
- 3 Organise and set up the groups' display board before the monthly meetings. Be available before, during the tea break and after the meeting to discuss potential interest. Give a brief update with particular reference to new groups at the monthly meeting.
- 4 Support new leaders. Produce a flow chart to guide them in their leadership role, including the use of Beacon for which training is offered. Keep the Group Leaders' Handbook up to date.

### **KNOWLEDGE AND SKILLS**

- \*Diplomatic and approachable
- \*Well organised
- \*Outward going
- \*Good communication and listening skills
- \*An enabler and finisher

### **GENERAL COMMITTEE RESPONSIBILITIES**

Write and present a report for monthly committee meetings  
Be a member of relevant sub committees - safeguarding, communications, inclusiveness.