

JOB ROLE Groups Mentor

THE PURPOSE OF THE POSITION

In conjunction with the Groups Co-Ordinator, provide guidance, motivation and emotional support to group leaders.

RELATIONSHIP WITH THE COMMITTEE

Groups Co-Ordinator with regard to health & safety, safe guarding and other issues relating to group leadership.

Treasurer to ensure that groups are financially sound and adhere to U3A financial policy.

OUTSIDE AGENCIES

N/A

DUTIES AND RESPONSIBILITIES

- 1 To provide mentorship to group leaders as identified by the Groups Co-Ordinator and be an ongoing contact person. Arrange face-to-face meetings to explain guidelines and ensure they have effective records and comply with health & safety guidance, safe guarding and financial policy. Refer to Treasurer or Groups Co-ordinator if necessary.
- 2 Attend groups leaders and mentor meetings as arranged by the group Co-ordinator.
- 3 Be the first point of contact for allocated Group Leader's questions.
- 4 Identify training needs to support role of group leader e.g. Beacon, dementia awareness.

KNOWLEDGE AND SKILLS

Ability to work cooperatively with others.

Good communication skills

Understanding of U3A and Dunmow U3A policy requirements.

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