

Groups Coordinator Role Description

Role summary

Ensure the effective running of member interest groups through a consistent approach, policies and support.

Main responsibilities:

- Maintain current groups by supporting Group Leaders and advertising for more members
- Encourage the development of new groups both in new subjects and additional groups for existing activities
- Assist with initial stages of new groups
- Support groups that are struggling
- Help to resolve disputes within groups
- Respond to queries from members and others via the website, email, phone or in person
- Prepare information on new groups and group vacancies for display at the monthly meeting and for the newsletter
- Follow up those who have expressed an interest in joining groups and ideas for new groups.
- Keep up to date with training on GDPR, safeguarding, accessibility, health and safety etc. and disseminate this information to Group Leaders
- Keep up to date on advice from the Third Age Trust and disseminate this to Group Leaders
- Run workshops to provide training, encourage feedback and give support and thanks to Group Leaders
- Maintain the groups information on the Beacon system
- Attend committee meetings to report on groups. Take an active part in committee business and act on any committee decision.