

## **Group Facilitator: Role Description**

### **Responsibilities:**

The primary role of the Group Facilitator is to ensure that there is a constant supply of volunteers to organise and run the groups that are the main activity of the u3a, to support the creation of new groups in order to provide the widest possible range of activities, given the available resources and any external prevailing circumstances and to act as a trustee of the charity. The following is intended as a working guide only and in order to remain flexible should not be taken as either prescriptive or definitive.

### **Interactions:**

1. With membership: to encourage potential group leaders to develop courses.
2. With retired and semi-retired people: who may wish to become Lewes u3a members in order to lead new courses.
3. With potentially new group leaders: to help formulate and codify their course idea in order to present them in a standardised format to the Webmaster, Programme Editor, Groups Coordinator and Publicity Officer for advertising to members. And to refer potential group leaders to Video Conferencing Coordinator/Accommodation/Equipment Officers as necessary.
4. With u3a Committee: to provide reports and obtain feedback and ideas.
5. With the Groups Coordinator: to help ensure that the needs of both group leaders and group members are met as far as possible.
6. With u3a Chair and Groups Coordinator: where necessary to reach consensus whether to proceed when there may some doubt on a proposal for a new course.
7. With outside organisations: such as other u3a's and universities: to promote joint activities where possible.

### **Skill Set:**

To be both a good communicator and listener.

To be able to be both open to, and to be able to suggest innovative ideas and formats for new courses.

IT competent.

To be able to use the Lewes u3a database for research, communication and publicity as necessary.

**Michael Austin. 29/10/20. v.3**

