

ROLE DESCRIPTION - LEARNING DEVELOPMENT COORDINATOR Rev 02

Role Overview:	<p>The Learning Development Coordinator is a member of the Executive Committee of the London Region of U3As (LRU3A), which is a network of all U3As in the London Region. LRU3A is a registered charity and all Committee members are Trustees.</p> <p>The network acts as an intermediary between London U3As and the Third Age Trust, as well as providing mutual support and a voice for U3As in London.</p>
Role Objective:	To help plan and deliver LRU3A activities that support the development of committee and other postholders in London U3As, and thereby increase their efficiency and effectiveness, particularly with regard to their learning objective.
Tenure:	Elected at the Annual General Meeting for up to 6 years
Main Tasks: <ol style="list-style-type: none"> 1. Participation in LRU3A Executive Committee meetings and discussions, with particular regard to events that support learning and development amongst committee members and other postholders in London U3As, and the promotion of learning activities in London U3As. 2. Facilitation of discussions and other learning activities at Delegate meetings. 3. Participation in subcommittee planning meetings and discussions relating to LRU3A learning events e.g. Workshops, Study Days, the Summer School, SLPs and other research etc. 4. Support relevant LRU3A Peer Group networks e.g. Groups Coordinators, SLP Coordinators & Research Ambassadors 5. Keep abreast of ways of learning relevant to the U3A, and developments in learning activities and resources both within the wider U3A [e.g. Website, Subject Advisers, Research Network, Sources Online, National Newsletter, Network Link, National Conference] and elsewhere (e.g. MOOCs and other online resources). Act as a conduit for appropriate information and advice. 6. Be alert to opportunities for, and support collaboration with organisations that have learning, age profile and other relevant interests in the London area (e.g. universities/ higher education and research institutes, libraries/archives, museums/galleries, local/national government, not-for-profit organisations). 7. The role has a generic email address: learning.lru3a@gmail.com Emails can be sent directly to this address or via the Contacts Page of the website, and the emails will be forwarded to the post-holder's private email address. 	
Other possible activities: <p>There is scope for further development of the role as appropriate.</p> <p style="text-align: right;">PTO»</p>	

Helpful qualities and abilities specific to post:

1. Good communicator, team worker and networker
2. Experience or interests related to education helpful
3. IT skills – Word; Internet; email; videoconferencing