



Job Description: Assistant Group Liaison Officer

Responsibilities:

To develop new groups in the Northampton u3a. This includes ensuring that a wide and balanced range of interest groups are available, determining where there is a need for new groups, identifying and finding new group leaders and establishing and supporting them by working closely with them during the initial development of their group.

Works with:

Group Liaison Officer, New Group Leaders, the Membership and the Committee.

Tasks:

- To identify the need for a new group when existing groups are full, and working with the Group Liaison Officer (GLO), search for a new group leader to run the group.
- Alternatively, when a new or existing member has a suggestion for a new group, to work directly with them to set up that new group, offering support, advice and practical help.
- In both these cases, prior discussion with the new group leader about how best to establish the group, and then a subsequent handover and full discussion of the Group Leaders Handbook, with all the relevant and important details of the Handbook being considered with the new leader.
- Input new group details onto Beacon and notify changes to the Membership Secretary and Webmaster.
- Once the group has met for the first time, a follow up discussion to be arranged to see what issues might have emerged that need attention, and to see that the group leader is content with the group.
- Attending all meetings – General, Committee, New Members and General Events in order to communicate on a personal level with as many people as possible, to keep abreast of the current requirements and problems of the Membership regarding groups, and to look for new Group Leaders.
- Work with the GLO by providing information on any changes to the existing groups together with information on new groups for inclusion in the Newsletter or the monthly Group News.
- Supply GLO with information to update Quick Reference Guide on a quarterly basis for the Newsletter.
- Liaise with new Group Leaders regarding any queries and/or problems.
- Work with the GLO to update the Group Leaders Handbook as and when necessary.
- Holding Group Leader seminars when required.
- Organise, with assistance, Members' Days when required.