



Volunteer Role Description

Role title: Regional Shared Learning Project Coordinator

Role is supported by: National Shared Learning Project Coordinator and the SLP Committee (a sub-group of the Learning Committee of the U3A). As the Role is one of Trust Volunteer, it is also coordinated by the Advice and Volunteer Manager, National Office of U3A.

<p>Overview of role</p>	<p>The Role of the Regional Shared Learning Projects Coordinator is to promote U3A Shared Learning Projects in their region and to advise local U3As on the setting up of these projects.</p> <p>The Shared Learning Projects Regional Coordinator is a Trust Volunteer working for the Third Age Trust.</p>
<p>Main responsibilities</p>	<ol style="list-style-type: none"> 1. To work with the Regional Trustee and as part of the Regional Team where applicable. To cooperate with other Research Network members in their region and nationally. 2. To keep in regular contact with the National Shared Learning Projects Coordinator and to liaise about projects, expenditure, and requests for extraordinary funding. An annual report on regional SLP activity is to be provided. 3. All Regional Coordinators should attend the annual Shared Learning Projects Coordinators' meeting. This meeting will review the past year, make plans for the coming year, and give the Regional Coordinators an opportunity to meet and discuss issues of interest with each other. This meeting is part of the Research Network structure and may be part of a shared day for all Research Network members. 4. To promote Shared Learning Projects in your Region; this may involve speaking about Shared Learning Projects at Regional or any other meetings, and making contact with institutions such as museums, galleries, Universities and other organisations with a view to setting up Shared Learning Projects. 5. To support those U3As wishing to embark on a Shared Learning Project and advising them on how to set up a project. In particular, this may involve briefing the leader and attending the first meeting and the final presentation. 6. To endeavour to be aware of all the SLPs taking place in your Region and to propose to the National Shared Learning Projects Coordinator that, if appropriate, they be written up for Sources, Third Age Matters, National Office Newsletter or be reported on the national website. 7. To update the National U3A Database with details of SLPs in their regions.

Skills and knowledge required	<ul style="list-style-type: none"> ● Effective communication skills ● Organisational skills ● Interpersonal skills ● Responsive and reliable ● Able to work as part of a team, including a virtual one ● Up-to-date knowledge of the U3A movement ● Knowledge of all types of U3A projects, research, or enquiry-led learning ● Knowledge of equality, diversity, and inclusion
Training and support provided	<ol style="list-style-type: none"> 1. Induction Pack and personal briefing from NSLPC 2. Ongoing training from the U3A Research Network 3. Support by telephone and email from the National SLP Coordinator, including Bulletins from the NSLPC. 4. Annual meetings of the U3A Research Network
Expenses and subsistence	<p>Reasonable travel expenses will be provided. This will cover public transport, car mileage paid @ 45p per mile. For longer journeys, please check with national office before committing to expenditure.</p>