

Regional Support Trust Volunteer Role Description

About the role

To be part of Trust volunteer team for the national or region, to work in conjunction with any existing arrangements, to support the work of the Regional Trustee. Part of the remit of this team will be to support the growth of new u3as and the growth of the membership within existing u3as.

This focus of the role is to support the Trustee, in the Region or Nation, in a variety of ways guided by the Trustee,, which may include:

Tasks and responsibilities

- Work as part of a team, within the Region, with the Trustee and other regional support team members
- Assist with the organisation and delivery of regional events such as study days, u3a week, regional conferences, recruitment fairs etc to raise the profile of u3a
- Work with the Trustee to identify gaps in u3a presence and to initiate a 'cold start' if appropriate
- Promote the 'Growth is good' message. Work with the Trustee to find ways of helping u3as to embrace this, by recruiting younger and more diverse members, and to remain vibrant.
- Help u3as resolve any disputes, when necessary.
- Identify opportunities for promoting the u3a movement, working collaboratively with u3as and their local communities.
- Attend Regional and Network meetings
- Support the Trustee with regional communications such as Newsletters, website, and social media.
- Identify local organisations, events, initiatives, and personalities for u3as to engage with collaboratively.
- To maintain the confidentiality of u3a members and information accessed/received as part of the role
- If any personal details are accessed of u3a members, to ensure compliance with u3a systems and GDPR

Skills and knowledge

To undertake this role, you will need the following skills and or experience (where relevant training can be provided):

- Up to date knowledge of the u3a movement (training will also be provided)
- Good people and communication skills and the ability to build relationships with others
- Enjoy interacting with others and being part of a team
- Knowledge of equality, diversity and inclusion (training can also be provided)
- Some basic IT knowledge will be of benefit (training can also be provided)
- Effective communication skills
- Willingness to help and accept new challenges

Training and support from the Third Age Trust

- A Trust Volunteer induction workshop and a Trust Volunteer Handbook
- Core and role specific training as required
- A staff member/lead Trust Volunteer who will be your main contact. Support will also be available from other Trust Volunteers and members of staff.
- Opportunities to feed in and share your thoughts and ideas
- Timely communications and updates from the Trustee for region to keep you informed and up to date
- Opportunities to attend national u3a workshops
- Regular team meetings
- This role may involve face to face meetings, attending events and will also be conducted via calls, video conferencing and emails, and will require access to a PC or laptop with good Wi-Fi connectivity.

Practicalities and Expectations

- The out of pocket expenses will be reimbursed where agreed and in line with The Trust expenses policy.
- It is expected that all Trust Volunteers will be reliable and contribute in a timely manner, subject to e.g. health condition, extenuating circumstances
- It is expected that all Trust Volunteers will carry out their role in line with the Trust Volunteer Code of Conduct and all relevant policies and procedures

Thank you for your interest in this Trust Volunteer role. If you want to find out more, have any questions or would like to express interest in this role, please contact: Mingma Norman, Volunteering Development Officer
mingma.norman@u3a.org.uk