

## Volunteer Role Description

**Role title:** Research & Shared Learning Adviser

**Role is supported by:** National Coordinator for Research & Shared Learning.

As the role is that of a Trust Volunteer it is co-ordinated by the Advice and Volunteer Manager, u3a Office.

<p><b>Overview of role</b></p>	<p>The main objective of this role is to promote and support the planning, implementation and evaluation of Research &amp; Shared Learning in the u3a Regions, working with the Regional Trustee as part of the Regional Team.</p>
<p><b>Main responsibilities</b></p>	<ol style="list-style-type: none"> <li>1. To support individual u3as and networks to identify, set up and complete Research &amp; Shared Learning projects.</li> <li>2. To facilitate projects in conjunction with a range of partners, such as other Research Network members, museums, galleries and Universities</li> <li>3. To record and/or encourage others to self-record projects in the Research &amp; Shared Learning database so that is up to date, using the online form: <a href="https://forms.gle/3L5FwJgmLmLFrvph8">https://forms.gle/3L5FwJgmLmLFrvph8</a></li> <li>4. To encourage u3as to visit the Research &amp; Shared Learning section of the Third Age Trust website and to use national resources wherever appropriate.</li> <li>5. To seek opportunities to speak at regional and network meetings to report on and promote Research &amp; Shared Learning initiatives</li> <li>6. To identify ways to showcase and celebrate completed projects both regionally and nationally, including reporting of activities in the local press, <i>Third Age Matters</i>, <i>Sources Online</i> and the Trust's <i>Newsletter</i>.</li> <li>7. To keep in regular contact with the national Research &amp; Shared Learning Coordinator and to liaise about projects, expenditure, and requests for extraordinary funding.</li> <li>8. To ensure that external requests for U3A research participants are handled according to U3A protocols.</li> <li>9. To participate in national and regional training, meetings and other activities organised by the National Research &amp; Shared Learning Committee</li> </ol>
<p><b>Skills and knowledge required</b></p>	<ul style="list-style-type: none"> <li>• Effective communication, organisational and interpersonal skills</li> <li>• Responsive and reliable</li> <li>• Able to work as part of a team, including a virtual one</li> <li>• Up-to-date knowledge of the U3A movement</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of equality, diversity and inclusion</li> </ul>
<b>Training and support provided</b>	<ul style="list-style-type: none"> <li>• Ongoing training</li> <li>• Email and telephone support</li> <li>• Regular group support sessions and meetings</li> </ul>
<b>Expenses and subsistence</b>	Reasonable travel expenses will be paid. This will cover public transport and car mileage @ 45p per mile. For longer journeys, please check with the national Research & Shared Learning Coordinator before committing to expenditure.