

Volunteer Role Description

Role title: Research & Shared Learning Coordinator

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

	<ul style="list-style-type: none"> • Knowledge of equality, diversity and inclusion
Training and support provided	<ul style="list-style-type: none"> • Ongoing training • Email and telephone support • Regular group support sessions and meetings
Expenses and subsistence	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.