Role description – Groups Coordinator

The role:

As Groups Coordinator you will facilitate the setting up of new interest groups at our u3a.
This will be done by:

- Supporting and advising Group Leaders.
- Ensuring good communications between group members, the Support Team and the u3a as a whole.
- Encouraging and supporting Group Leaders to follow best practice in running their group safely.

Some of these responsibilities can be shared with other members, for example by having a deputy or assistant
(Where the Groups Coordinator is also a member of the u3a Support Team, they must abide by the additional legal statutory requirements in their role as a Trustee.)

Skills & attributes:

- An enthusiasm for u3a interest groups and passionate about u3a.
- Good organisational skills. Comfortable using technology for sending emails and collecting and managing data.
- A supportive team player; able to encourage and inspire ideas from others.
- A positive approach to problem solving.
- Comfortable having difficult conversations (this could include dealing with issues between u3a members, challenges faced by Group Leaders or relating to administration).

Support for your role:

- Help from our u3a Support Team.
- An induction from our u3a.
- Handover and support from the outgoing Groups Coordinator, where possible.
- Information, advice and workshops are available from the Third Age Trust, via the u3a website or by email, info@u3a.org.uk.
- Networking opportunities with local u3a networks, region/national support teams and Council Representatives.

Key tasks:

Some duties can be shared with other members of your u3a e.g. you may share the Groups Coordinator role and divide the administrative tasks

Setting up and supporting new groups

- Recruit new Group Leaders.
- Conduct induction and ongoing support for new Group Leaders.

- Gather input from members on potential new interest groups.
- Publicise new groups via our local u3a website, newsletter, monthly meetings etc.
- Maintain regular contact with groups and provide support for any challenges.
- Monitor and collect information about group numbers and, where there are waiting lists, encourage members to start new groups.

Providing support and advice to Group Leaders

- Ensure all Group Leaders receive the Group Leader handbook or guidelines (template available on the u3a.org.uk), along with relevant forms such as incident report forms and risk assessments.
- Maintain a list of local venues for groups.
- Inform Group Leaders about the resources available from the Trust via the u3a website, e.g. Subject Advisers, Third Age Matters Magazine, u3a Friends newsletter.
- Be the first point of contact for queries, problems or challenges that arise in the running of interest groups. Provide support, referring more serious matters to the Support Team.
- Hold regular Group Leader meetings so that knowledge, challenges and new ideas can be shared and discussed.
- Encourage shadowing and handover for Group Leaders who have decided to move on from their role.

Communication and administration

- Maintain accurate details of our u3a's interest groups.
- Liaise with Group Leaders to provide the Support Team with updates on the progress of interest groups.
- Share information from the Support Team, local networks, the region, and the u3a Office with Group Leaders.
- Encourage and assist Group Leaders to share the activities of the groups at our u3a in local communications and publications, on our local u3a website, and with the Trust communications team for wider promotion.

Helpful information

- Hear about Interest Groups.
- Handbook for Group Leaders.
- To find out more, please email secretary@burscoughu3a.org to learn more about the role.

u3a	**Role description: Groups Coordinator**	**The Third Age Trust**
Version	**Description of changes**	**Date**
1.0	Creation of new template document	31/01/2026