Role description – Groups Coordinator

This role description template is designed to be adapted and used at your u3a.

The role *(add a couple of sentences which outline the core responsibilities and duties)*

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 Convenors/Leaders
- Ensuring good communications between group members, the Committee and the u3a as a whole
- Encouraging and supporting Group Convenors/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 committee, they must abide by the additional legal statutory requirements in their role as a Trustee.)

Skills & Attributes: *(add characteristics & attributes needed for the role)*

- 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 Convenors/Leaders or relating to administration).

Support for your role: *(outline the support your u3a can offer)*

- Help from our u3a committee
- 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/nation support teams and Council Representatives.

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Key Tasks: *(list tasks in a clear and methodical order)*

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 Conveners/Leaders
- Conduct induction and ongoing support for new Group Conveners/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 Convenors/Leaders

- Ensure all Group Conveners/Leaders receive the Group Convener/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 Conveners/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 Committee
- Hold regular Group Convener/Leader meetings so that knowledge, challenges and new ideas can be shared and discussed
- Encourage shadowing and handover for Group Conveners/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 Conveners/Leaders to provide the committee with updates on the progress of interest groups
- Share information from the committee, local networks, the region, and the u3a Office with Group Conveners/Leaders
- Encourage and assist Group Conveners/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 [add email address] to learn more about the role

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1.0	Creation of new template document	31/01/2026

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