

# HARLOW u3a ROLE DESCRIPTION:GROUPS CO-ORDINATOR

THIS ROLE MUST BE HELD BY A TRUSTEE

- It is the role of all trustees to ensure the “object” of Harlow u3a’s constitution is promoted and fulfilled. (the object of the CIO is the advancement of education and, in particular, the education of older people and those who are retired from full time work, by means including associated activities conducive to learning and personal development.” (Pg 1 point 3 of the Constitution)
- All role holders should be familiar with policy and practice which relate to the running of Harlow u3a, specifically: Harlow u3a Constitution, the Role of a Trustee, Data Protection and Privacy policies, Safeguarding Guidance and Protocols.

## PURPOSE:

The purpose of the Groups Co-ordinator role is to –

1. Facilitate the setting up of new interest groups.
2. Support and advise group facilitators.
3. Ensure good communication between group leaders, the group members, Harlow u3a Committee and the u3a as a whole.

## KEY TASKS:

The main tasks are to –

1. Maintain an accurate record of interest groups including title, content, frequency, venue, day and time and details of group leaders and membership.
2. Make use of Beacon to communicate with members/group facilitators.
3. Ensure group facilitators are able to use Beacon and that they use it as the sole form of communication with group members to adhere with guidelines of Harlow u3a’s Privacy Policy.
4. Liaise with group facilitators, offering support and advice as required.
5. Provide Harlow u3a Committee with updates on the activity/progress/development of the groups.
6. Identify need, interest and/or opportunity for new groups.
7. Recruit and induct new group leaders.
8. Maintain regular supportive contact with newly established groups to discuss and review development and progress.
9. Publicise new groups via website, newsletters, monthly meetings etc.
10. Arrange the provision for group facilitators to promote their groups at General Meetings.
11. Assist with the production of the handbook/set of guidelines for group facilitators, ensure group facilitators know where to access it, ( website Quick Links page) are familiar with it and run groups within Harlow u3a guidelines. Link to Handbook: [HANDBOOK](#)

12. Be the first point of contact for any queries/problems that might arise in the running of interest groups and assist with resolution as required.
13. Keep group facilitators updated on relevant information from Harlow u3a, the network, regional and/or national offices.
14. Ensure appropriate risk assessment forms are filled in by group facilitators and sent to the Groups Co-ordinator as a record of group activity. Forms should be completed before the activity takes place.
15. Organise an annual lunch for group leaders to show appreciation for their efforts.

## **RESPONSIBILITIES AS A COMMITTEE MEMBER**

1. Attend and contribute to Committee meetings and be prepared to assist with/perform any other tasks as agreed with the Committee.
2. Promote the u3a ethos and encourage others to join the u3a and/or volunteer to assist the Committee where required.