

Role description – Groups Calendar & Bookings Officer

Role summary

1. To ensure an up to date and accurate calendar of Group meetings is available to Trustees, Members and prospective Members.
2. Maintain a list of agreed venues for Bu3a activities and identify new venues in agreement with the Trustees.

Main responsibilities

The responsibilities below are in addition to the statutory requirements and responsibilities of Trustees of charitable organisations in the UK as laid down by the relevant regulatory bodies. Although some booking activities are delegated to Coordinators, the Groups Calendar & Bookings Officer has overall responsibility to ensure that room bookings are made for Groups.

1. On an agreed periodicity work with Coordinators to develop a calendar according to a template agreed with Trustees and The BUZZ editor. Ensure the Calendar is accurate wherever it is published.
2. Be the point of contact between venue management/caretakers and Bu3a for the purpose of bookings and escalated / emergency communication and ensure information is passed on as required.
3. Contact venues to make bookings according to the calendar and make alternative arrangements, in liaison with Coordinators, where venues are unavailable for planned dates.
4. Work with Coordinators to ensure appropriate accommodation is available for Group activities.
5. Support the development of new groups as requested
6. Support the Activity Safety & Compliance Officer in liaison with venues for safety checks.
7. Ensure a comprehensive handover to successor.