

## Role description – Groups Development Coordinator

### Role summary

1. To enthusiastically facilitate the setting up of new interest Groups.
2. To communicate any relevant information to co-ordinators from the committee, local networks, the region and or the u3a Office.
3. Provide assistance to interest Groups in decline.
4. To ensure the link between Coordinators and the Executive is strong and effective.

### Main responsibilities

In addition to the statutory requirements and responsibilities of Trustees of charitable organisations in the UK as laid down by the relevant regulatory bodies:

1. To ensure the process for setting up new Groups is fit for purpose and the necessary documentation is complete and current.
2. To be the first point of call for new ideas for Group formation.
3. To identify and offer ongoing support for new Group Coordinators.
4. To publicise new Groups.
5. To maintaining regular contact with Groups and providing support with any challenges.
6. To monitor and collect information about Group numbers and where there are waiting lists encouraging members to start new Groups.
7. To be the first point of contact and provide support for any queries, problems, challenges that might arise in the running of an interest Group, referring more serious matters to the Committee.
8. To hold regular co-ordinator meetings so knowledge, challenges and new ideas can be shared and discussed.
9. To encourage shadowing and handover for Coordinators who have decided to move on from their role.
10. To maintain accurate details of Barnsley Groups across all platforms.
11. To encourage and assist co-ordinators to share the activities of their Groups internally and externally.
12. To assist new members in finding the Groups that match their interests.
13. Ensure a comprehensive handover to successor.