

Role description – Groups Coordinator

1. Document purpose

To outline the role and responsibilities of a Groups Coordinator.

2. Role summary

To facilitate the setting up of new interest groups in White Cliffs Country (WCC) u3a through supporting and advising the Group Leaders and, ensuring good communications between group members, the Committee and the u3a as a whole.

3. Main responsibilities

The following responsibilities 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. All trustees are required to review the WCC u3a Trustees Welcome pack and sign the appropriate documentation. The WCC u3a committee may decide to delegate some of the responsibilities to other members of the committee.

3.1. Setting up and supporting new groups

- Recruitment, induction and ongoing support for new Group Leaders.
- Gathering input from members on suggestions for new interest groups.
- Helping to publicise new groups via the local u3a website, newsletter, monthly meetings etc.
- Maintaining regular contact with groups and providing support with any challenges.
- Monitoring and collecting information about group numbers and where there are waiting lists encouraging members to start new groups.

3.2. Providing support and advice to Group Leaders

- To provide a copy of the Group Leader handbook to all Group Leaders available on the WCC u3a website and copies of relevant forms e.g. incident report forms, risk assessment, expense claim forms.
- Maintaining a list of local venues for groups.
- Informing Group Leaders about the local and national resources available including [WCC u3a Facebook group](#) (members only), [Third Age Matters Magazine](#), [national newsletter](#), [Sources](#), the [u3a website](#), and [Subject Advisors](#).
- Being 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.
- Holding regular Group Leader meetings so knowledge, challenges and new ideas can be shared and discussed.

- Encouraging shadowing and handover for Group Leaders who have decided to move on from their role.

3.3. Communication and administration

- To maintain accurate details of WCC u3a's interest groups.
- To liaise with Group Leaders and provide the committee with updates on the progress/development of interest groups.
- To communicate any relevant information to Leaders from the committee, local networks, the region and or the u3a Office.
- To encourage and assist Group Leaders to share the activities of their groups via the communication aids, such as WCC u3a website, in local press and national communications.
- To work in an open and transparent manner, supporting other trustees in delivering the overall WCC u3a's joint objectives to the benefit of the membership.

3.4. On completion

- To carry out a comprehensive handover to the new Groups Coordinator.

3.5. Skills and Experience

- Enthusiasm for u3a interest groups and a passion for setting up and supporting interest groups.
- Organisational skills and use technology for sending emails, and collecting and managing data.
- Use of Beacon (WCC u3a's administrative system), WordPress (WCC u3a's website), Word (or equivalent), PowerPoint (as required) and Excel (as required). Training in IT could be available.
- Good listening and communication skills.
- Act as a team member within the committee.

u3a	WCC Group Coordinator role description	WCC u3a
Version	Description of changes	Date
2.0	Updated formatting	18/11/2021
3.0	Addition of links and clarification of information	16/02/2023
Draft 1	Formatting to use WCC u3a style	18/03/2026
Draft 2	Minor edits following committee discussion	25/03/2026
Version 1	Agreed by committee	10/04/2026