



Role description – Rotherham u3a

Interest Group Coordinators/Facilitators

1. Document purpose

To outline the role and responsibilities of an Interest Group Coordinator. However, people who help to set up interest groups are known by many names. You might also be known as a group facilitator, manager, or organiser.

2. Role summary

To establish and maintain an interest group through organising group meetings, carrying out administrative tasks and communicating with group members and Rotherham u3a's Groups Liaison Secretary.

3. Skills and Experience

- No specific skills relating to the group subject matter is needed; following the u3a ethos sharing and learning together.
- Enthusiasm for the subject and a passion to share this and get others involved.
- Organisational skills and comfortable using technology for sending emails and collecting and managing personal data.

4. Main responsibilities

Some of these responsibilities may be shared with other members of the group, for example by having a deputy/assistant. It is important to develop a shared responsibility and build a team to help with contingency and succession planning.

4.1. Setting up and running your group

- To agree with group members what content would be of interest, how it will be delivered and organise an appropriate time and venue for meetings.
- To build enthusiasm in the group for your subject area.
- To ensure all group member data is managed and used in line with u3a GDPR guidance (available on the u3a website).
- To oversee any money that goes through the group e.g. hall hire in line with guidance in the Group Convenor/Leader Handbook and financial guidance available on the [u3a website](http://www.rotherham.u3a.org.uk).





- To ensure all activity of the group is run safely and in line with health and safety guidance available on the [u3a website](#), including risk assessment checklist templates.

4.2. Communication and administration

- Keep the Ru3a Board of Trustees up to date on your group activities and meeting dates or identify a member to do this.
- To share with other Group Convenors/Leaders and the Groups Coordinator updates on the progress/development of the group.
- To keep group members up to date with all relevant information about the group, including meeting dates.
- To help to publicise your group within your local u3a and via the local u3a website, newsletter, monthly meetings etc.
- To attend local network meetings or peer support groups for Group Convenors/Leaders if these are available in your local area.

There is a wide range of support and training available for all Group Coordinators from Rotherham u3a’s Group Liaison Secretary and national [Subject Advisers](#) to online workshops and a wealth of information on the [u3a website](#). More information about this is available in the Group Convenors/Leaders Handbook, available to download on the u3a website.

u3a	Role description – Interest Group Coordinator			The Third Age Trust
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0.1	Created for peer review	02/03/2025	First draft	
1.0	Adopted and minuted in Trustees Meeting	06/06/2025	Feb 2028	

