



Fairford & District u3a

Role description – Interest Group Leader

Role Summary

- To run an Interest Group in accordance with our u3a's policies and procedures (including running the group safely)
- To carry out administrative tasks and communicate with group members and our u3a's Groups Coordinator(s)
- To encourage group members to participate in the running of the group
- To be committed to running a successful group for the benefit of its members as part of your u3a's offer to members

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 for interest groups.

Support for your role:

- An induction from your u3a
- Support from your Groups Coordinator and other Interest Group Leaders
- Inspiration and guidance from [Subject Advisers](#) and the [Third Age Trust Learning Team](#)
- Information, advice and workshops are available from the Third Age Trust, via the [u3a website](#) or by email, info@u3a.org.uk
- Networking opportunities with local u3a networks, region/nation support teams and [Council Representatives](#)

Key Tasks:

Please note that some duties can be shared with other members of your Interest group, this can also help with contingency and succession planning.

Setting up and running your group

- Collaborate with group members to agree on content of interest and decide how it will be delivered
- Consult with group members to organise an appropriate time and venue for meetings
- Promote interest and enthusiasm within the group for your subject area.
- Ensure all group member data is managed and used in line with u3a GDPR guidance (available on the [u3a website](#))
- Oversee group finances with support from the Treasurer
- Ensure all activity of the group is run safely and in line with health and safety guidance available on our u3a website, including risk assessment checklist
- Be open to new members joining



Communication and administration

- Keep the group’s website page up to date on our u3a website (or identify a member to do this)
- Update other Interest Group Leaders and the Groups Coordinator on the progress/development of the group as necessary
- Ask for support where difficult conversations need to take place.
- Keep group members up to date with all relevant information about the group.
- Help to publicise your group within your local u3a and via the local u3a website, newsletter, monthly meetings etc.
- If needed, attend local network meetings or peer support groups for Interest Group Leaders

Helpful information

- [Handbook for Group Leaders](#)
- To find out more about the role, please contact [secretary@fairfordu3a.org.uk]

u3a	Role description: Interest Group Leader		Fairford & District u3a
Version	Description of changes	Date	
1.0	Role description creation	21/04/2026	