



Fairford & District u3a

Role description – Groups Coordinator

Role Summary

- Facilitate the setting up of new interest groups for our u3a
- Supporting and advising Interest Group Leaders
- Ensuring good communications between group members and the committee
- Encouraging and supporting Interest Group Leaders to follow best practice in running their group safely
- Act as a spokesperson for u3a and in line with the [u3a Trustee Code of Conduct](#)

Some of these responsibilities can be shared with other members, for example, by having a deputy or assistant.

Support for your role:

- Help from experienced and current committee members
- Trustee induction with your u3a
- Handover and support from the outgoing Chair, where possible
- 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:

Setting up and supporting new groups

- Recruit new Interest Group Leaders
- Conduct induction and ongoing support for new Interest Group Leaders
- Gather input from members on potential new interest groups
- Publicise new groups via our local u3a website, newsletter, monthly meetings etc
- Maintain regular contact with groups and provide support for any challenges
- Monitor and collect information about group numbers and, where there are waiting lists, encourage members to start new groups

Providing support and advice to Interest Group Leaders

- Ensure all Interest Group Leaders receive the Interest Group Leaders handbook or guidelines (template available on the u3a.org.uk), along with relevant forms such as incident report forms and risk assessments)
- Maintain a list of local venues for groups
- Inform Interest Group Leaders about the resources available from the Trust via the [u3a website](#), e.g. [Subject Advisers](#), [Third Age Matters Magazine](#), [u3a Friends newsletter](#)
- Be the first point of contact for queries, problems or challenges that arise in the running of interest groups. Provide support, referring more serious matters to the committee



- With the committee hold annual Interest Group Leaders meetings so that knowledge, challenges and new ideas can be shared and discussed
- Encourage shadowing and handover for Interest Group Leaders who have decided to move on from their role

Communication and administration

- Maintain accurate details of our u3a’s interest groups
- Liaise with Interest Group Leaders to provide the committee with updates on the progress of interest groups
- Share information from the committee, local networks, the region, and the u3a Office with Interest Group Leaders
- Encourage and assist Interest Group Leaders to share the activities of the groups at our u3a in local communications and publications, on our local u3a website, and if of value to the Trust communications team for wider promotion

Helpful information

- [Hear about Interest Groups](#)
- [Handbook for Group Leaders](#)
- [u3a Trustee Code of Conduct](#)
- To find out more about the role, please contact [secretary@fairfordu3a.org.uk]

u3a	Role description: Groups Co-ordinator	Fairford and District u3a
Version	Description of changes	Date
1.0	Role description created	21/04/2026