

Role Title: Groups Co-ordinator
Organisation: Wendover u3a

Purpose of the Role: To support, guide, and liaise with the Group Convenors of approximately 60 interest groups, ensuring effective administration, regulatory compliance, and effective group development, while acting as the vital link between groups and the main Committee.

Key Responsibilities:

1. Beacon Database, Administration & Compliance

- Be responsible for the creation and deletion of Group pages on the Beacon Database
- Advise Group Convenors of their responsibility to ensure their group members, both full and associate, are recorded on the Beacon database and the information is accurate and up to date.
- Ensure that, where appropriate, waiting lists are used in Beacon. Monitor numbers in waiting lists to see whether there is scope for creating additional groups.
- Monitor and assist Convenors in using Beacon and maintaining an accurate, up-to-date diary of events and meetings for each group within Beacon.
- Act as the primary point of contact to guide Convenors on how to access, navigate, and confidently use the Beacon system.
- Ensure all Group Leaders and Convenors are aware of and follow the directives, advice, and information issued by the Third Age Trust and the Executive Committee of Wendover u3a.
- Ensure all Convenors understand how to protect members' data in compliance with GDPR requirements.

2. Group Development, Support & Culture

- Encourage the development of new groups in both fresh subjects and additional sessions for popular existing activities.
- Assist with the initial setup stages of new groups so new Convenors are completely clear on their roles and next steps, including in consultation with the Treasurer, providing any financial set up support.
- Ensure that groups maintain the focus of the u3a participative approach to learning.
- Convey the vital importance of accessibility for all members to all Convenors.
- Provide active support to groups that are struggling.
- Help to resolve internal disputes within groups neutrally and constructively.

3. Communication, Media & Collaboration

- Encourage all Convenors use Beacon as their primary tool for messaging and communicating with group members.
- Ensure Convenors publish current details of their group's activities and engaging photographs on the website.
- Ensure the Groups' Page of the website and the Rolling Screen shown at the main meeting are kept fully up to date.
- Organise annual Convenor meetings to pool ideas, share best practices, and discuss how to run effective groups.

4. Committee Liaison & Main Meetings

- Value Convenors, listen to their feedback, and proactively present their views to the Committee.
- Attend Committee Meetings to liaise and report on the progress and needs of the interest groups and members.
- Attend the Monthly Main Meetings to present updated display boards showing current groups, ideas for new groups, and relevant news.
- Stand ready at the Main Meeting to talk directly with current Convenors, prospective leaders, and members.

Person Specification

Experience & Knowledge

- IT competent
- Ability to organise and guide volunteer convenors

Skills & Attributes

- Patient, clear communication style to support volunteer convenors with varying levels of digital confidence.
- Ability to communicate to Executive Committee and propose solutions.

August 2026