

JOB TITLE**Groups Support****THE PURPOSE OF THE POSITION**

In conjunction with the Groups Coordinator, provide guidance, motivation and emotional support to group leaders.

RELATIONSHIP WITH THE COMMITTEE

Groups Coordinator with regard to health & safety, safe guarding and other issues relating to group leadership.

Treasurer to ensure that groups are financially sound and adhere to u3a financial policy.

OUTSIDE AGENCIES

N/A

DUTIES AND RESPONSIBILITIES

- To provide support to group leaders as identified by the Groups Coordinator and be an ongoing contact person. Arrange face-to-face meetings to explain guidelines and ensure they have effective records and comply with health & safety guidance, safe guarding and financial policy. Refer to Treasurer or Groups Coordinator if necessary.
- Attend group leaders and mentor meetings as arranged by the Groups Coordinator.
- Be the first point of contact for allocated Group Leader's questions.
- Identify training needs to support role of group leader e.g. Beacon, dementia awareness.

KNOWLEDGE AND SKILLS

- Ability to work cooperatively with others.
- Good communication skills.
- Understanding of u3a and Dunmow u3a policy requirements.

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