

North Down and Ards U3A

Role Description

Education/Special Projects Officer

To increase the range and breadth of opportunities available to members, the Education/ Special Projects Officer will:

- Work to maintain and strengthen existing links/collaborative arrangements with relevant educational and cultural organisations from the statutory, voluntary and private sectors. These currently include:
 - local schools and museums,
 - South Eastern Regional College,
 - Community-based organisations such as AGEni and commercial companies who provide free training for our members,
 - Specifically O2/MMD communications.
- Aim to develop similar working arrangements with additional organisations, including other U3As, to provide new learning opportunities for members.
- Work with the Groups coordinator and the Groups Development Subcommittee to provide support for leaders, convenors and mentors.
- Be familiar with and provide both the Executive Committee and relevant leaders and convenors with information about the range of online learning opportunities available, including: those provided by the Third Age Trust; U3A online; free self-study online courses such as the Massive Open Online Courses (MOOCs) offered by a number of universities and educational establishments, and TED talks.
- Identify opportunities for special projects with external organisations or other U3As including shared learning projects or short courses of interest to members (for example, the memory course developed by Aughton and Ormskirk U3A).
- Liaise with the Chair/Vice/Deputy Chair to develop terms of reference for emerging projects, assisting the team leader as required and working with the Regional Shared Learning Coordinator when appropriate.

Agreed by the Executive Committee on 1 February 2019

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