



u3a Learning Officer

The Third Age Trust works with 1020 u3as, all volunteer-led member charities, across the UK. Founded 40 years ago, the UK u3a movement encourages groups of people in their third age to come together and continue learning. u3a promotes lifelong, collaborative learning covering a wide range of topics and activities, as chosen by the members.

The Third Age Trust is seeking to appoint a Learning Officer to facilitate learning with and for u3a members. The post will be focused on growing the national & online learning provisions, in a way that serves and supports local u3a activity.

This is an exciting time for the u3a movement, with many members open to new ways of learning. The Learning Officer will support the development of a new online learning provision, enabling the sharing of resources and networking between members. They will also facilitate national learning events and projects. Prospective candidates will be confident in their ability to use digital software and be able to support members to access new technologies. The person will be a key link between stakeholders within the movement including volunteers and external partners. Working with the Learning Manager and Member Services Team to deliver the learning programme and achieve u3a objectives.

Full time (35 hours per week) and **Part time** roles (21 hours per week).

Reports to: Learning Development Manager

Location: Office is in Southwark, part office and part home working, with some UK-wide travel.

Role and responsibilities

1. To facilitate the online events programme and national learning initiatives
2. To develop new digital learning initiatives and opportunities for members across a range of subjects and using a variety of tools
3. To develop and support Subject Advisers and Subject Networks, connecting members with similar interests
4. To assist in recruiting, supporting and coordinating learning volunteers
5. To collect and monitor feedback and statistics relating to the learning programme, and suggest evidence-based improvements
6. To oversee the delivery of Interest Groups Online, which operates in a similar way to a u3a, and to support and manage the volunteers working on this.
7. To drive membership engagement in national learning opportunities using u3a social media, website and magazine, ensuring content is user friendly and accessible
8. To support the Learning Manager in reviewing & improving how members experience learning, in particular, digital learning



9. To support and empower members to build new opportunities around collaborative and social learning, using in-person, online and hybrid methods
10. To work with internal and external stakeholders to develop high-quality learning resources
11. To support research and learning projects across u3as.
12. To run workshops and deliver presentations to members, volunteers and/or colleagues around the u3a national learning programme
13. To promote inclusion and fairness

Relationships

- Working as part of the Learning Team, with close relationships with the Training and Regional Support Team.
- To work closely with volunteers for the Trust, including Trustees.
- To work closely with u3a members
- To work with external partners and community groups.

Other

- To undertake work in various parts of the UK when required, with an occasional overnight stay.
- To participate in cross-department events, activities and forums, as required

Person Specification

Essential skills

- Proven ability to deliver presentations and lead workshops
- Experience working with volunteers or community groups to develop resources and opportunities
- Digital confidence and competence and the ability to learn new technologies
- Ability to take ownership of an opportunity or idea from inception and grow it to success
- Proven ability to monitor and analyse feedback and use it to suggest improvements
- Proven ability to drive stakeholder engagement to achieve objectives
- Ability to explain IT to a non-IT literate audience

Additional and desirable skills

- Demonstrable commitment to accessibility, inclusion and fairness.
- Ability to prioritise, use initiative, be flexible and work autonomously
- Experience working with user-generated content or resources
- Experience developing and building good working relationships with internal and external stakeholders