



Lead – Classes and Tutors

We are seeking a results-oriented individual to lead our classes and tutors' initiatives. As a member of the Management Committee, this important volunteer role will help drive U3A's success by ensuring the organisation provides a diverse and engaging program of classes that meets the needs and interests of our members.

Key Responsibilities:

With support from the Management Committee, lead the development and implementation of classes and tutor strategies such as:

Develop and implement strategies to enhance class diversity and support tutors:

- Explore opportunities for more multi-cultural communities and culturally diverse offerings, such as TESOL classes, with existing and new **tutors**.
- Identify potential partnerships with culturally diverse groups, organisations, and communities to increase the diversity of classes.
- Expand and maintain partnerships with universities and industry to identify possible new tutors and classes.
- Support new and existing tutors by coordinating induction and information sessions and other priority ongoing development initiatives.

Promote and market class offerings:

- Work closely with the 'Lead – Memberships' and the Management Committee, to develop and implement marketing campaigns to promote classes to members and potential members.
- Use various channels to promote classes, including the organisation's website, social media, email, and print materials.

Coordinate annual Open Days:

- Coordinate and oversee the organisation's annual Open Days, with a focus on showcasing the diversity of classes offered.
- Develop and implement strategies to attract members of multi-cultural communities to Open Days.

Experience:

- Desire to contribute to the ongoing success and viability of U3A Brisbane.
- Some experience in developing and managing classes, while not mandatory, may be beneficial.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of the Management Committee and Executive team.
- Passion for U3A's mission and values.

To Apply: Please submit a short cover letter outlining any responsibilities or experience that you would bring to this role to secretary@u3abrisbane.org.au by 26 Feb 2025