

Subject Area Coordinator - role description

Subject coordinators are the prime link between activity leaders/tutors and the Course Administration team and act as the leader of their group. They support tutors and activity leaders in their group and assist the Course Development coordinator as and when required.

January/March

Coordinators are requested to attend the annual meeting with the courses team and are given the timetable for contacting existing and potential new tutors. Advice will be given on how to help tutors and activity leaders to compile their course information within the timeframe set out. Experienced tutors will be able to do this easily, new tutors will require some assistance. Flag up the importance of appropriate venues, technology and other learning aids required.

March/April

Help tutors and activity leaders to check the information returned to them from the course administration and before it is published. This is a vitally important part of the role and requires attention to details such as dates, venues etc.. Some courses will be oversubscribed.

It is vital that tutors submit the maximum number that they and the venue are prepared to take. This will prevent oversubscribed courses being expanded later which gives unnecessary work for the admin team.

May/June/July/August

Support tutors and activity leaders in a much reduced activities programme (summer programme) and encourage especially new tutors to consider running taster sessions of activities they may have in mind for the future.

September/October/November

Contact tutors and activity leaders as they start to run their courses and offer help and support with any issues that may arise. Also make them aware of the Course Feedback form should they wish to use it to refine their course presentation.

Throughout the year

Make sure that tutors and activity leaders are aware of and up to date with relevant Canterbury u3a policy documents such as Data Protection, Equality, Diversity and Inclusion and the Incident Report Form and know where they can be found. Also make sure they have a working knowledge of our website. Recruit new tutors and activity leaders for their subject area and assist the development coordinator in running potential tutors' workshops.

September, 2026