

CURRENT BEESTON u3a VACANCIES

During our February campaign for volunteers, several excellent and committed people came forward and we are all enjoying working as a larger team. THANK YOU to all our new volunteers and of course THANK YOU to all the established volunteers who keep turning up and putting time in to make things easier for everyone who enjoys activities in Beeston u3a.

We continue to grow from strength to strength.

BUT...

We need more help.

We can adapt opportunities around your availability.

We will offer support and any relevant training.

You will be working within a very supportive group of Committee members and volunteers.

Not least you will be contributing to the future of Beeston u3a.

PLEASE consider carefully if you can help with any of the following...

We really need to SHARE THE LOAD to keep our u3a running successfully.

OUTINGS COORDINATOR

To work with the fantastic current team to deliver opportunities for Beeston u3a members to take trips out to local attractions/interesting venues.

You could come with your own ideas about places to visit or work with the team to help facilitate existing ideas.

VOLUNTEER COORDINATOR

To work with Karen Attwood on this new project with immediate effect and fully take over in April 2026.

Suitable person: Someone with a passion to see Beeston u3a thrive. Good knowledge of Beeston u3a would be helpful.

It is envisaged this could be a NEW COMMITTEE ROLE due to the need to work across the whole breadth of Beeston u3a and liaison with other Committee members.

PUBLICITY OFFICER

We need a replacement for Karen Attwood when she steps down in April 2026.

This is a very rewarding role, spreading news about Beeston u3a in the Community and helping to increase the diversity of our membership.

Putting up posters, giving out leaflets, representing Beeston u3a at local events, occasionally writing articles for local magazines. Trying to ensure anyone who needs to know about our work gets to know about it.

Suitable person: Friendly, approachable person who enjoys Beeston u3a and would like to share the benefits. This is a very flexible role and can be job shared.

WEBSITE ASSISTANT

To work with our Webmaster Roger Farmer.

1. **Wordpress** - Requires a basic knowledge of how WordPress functions or willing to learn!

The Beestonu3a website is hosted on WordPress.com and is mainly setup as web pages with one post page. We pay for “no adverts” and beestonu3a.org.uk domain to be redirected to this site.

2. **Google Workspace** – this service is mainly used to handle beestonu3a committee email accounts so knowledge (or willing to learn) of how to setup email and users for these accounts would be useful.
3. **Domain names** – the beestonu3a.org.uk domain name is registered and needs to be re-registered and paid for every 3 years. The domain is setup to redirect web requests to the WordPress site and email requests are redirected to Google Workspace. Basic knowledge of how the domain name system functions would be useful.

A willingness to help out with any of these functions would be most helpful.

SOMETHING TO CONSIDER FOR 2026...

TREASURER

We are looking for a replacement to shadow our current Treasurer Richard from 2026 and take over in April 2027.

Can you help with this vital role?

Suitable person: A methodical and organised person, not necessarily with a finance background but someone comfortable with using online banking software and payment methods.

Every month simple accounts need to be prepared for the Committee Meeting, which is currently done on Excel. Every year basic accounts need to be prepared for the AGM and Charity Commission, again on Excel, and a Gift Aid claim submitted to HMRC.

Beeston u3a is in a strong financial position so the Treasurer also has the unusual problem of finding and agreeing to legitimate ways to spend the money for the benefit of members.

Full training will be given, ideally over an extended period, together with a proper handover of responsibilities

SOCIAL TREASURER

We are looking for a replacement to shadow from 2026 and take over in April 2027.

But a good handover and some parallel working with current Social Treasurer Lindsay would be extremely useful.

Would you like to:

- keep a finger on the pulse of activities enjoyed by Beeston u3a?
- be a part of a vibrant, mutually-supportive committee?
- make a small contribution to the continued success of Beeston u3a?
- Then why not become Social Fund Treasurer?

No Accounting experience is necessary, but it's useful to:

- be familiar with online banking
- be comfortable with using spreadsheets
- be prepared to liaise with the Main Treasurer, Group Facilitators and Event Organisers
- enjoy some occasional detective work!

To register your interest in any of the above...

please contact Volunteer Coordinator Karen at publicity@beestonu3a.org.uk

Full training/support will be given.

CAN YOU DO SOMETHING NOT LISTED HERE THAT MIGHT BE HELPFUL?

We'd like to hear from you!

please contact Volunteer Coordinator Karen at publicity@beestonu3a.org.uk