



Role description – Groups Calendar & Bookings Officer

Role summary

1. To ensure an up to date and accurate calendar of Group meetings is available to Trustees, Members and prospective Members.
2. Maintain a list of agreed venues for Bu3a activities and identify new venues in agreement with the Trustees.
3. Be the point of contact between venue management/caretakers and Bu3a for the purpose of bookings and escalated / emergency communication.
4. Work with the Groups Development Officer in identification of venues for new Groups.
5. Work with the Treasurer to ensure contact details for billing are current.
6. Work with Coordinators to ensure appropriate accommodation is available for Group activities.
7. Support the Activity Safety & Compliance Officer in liaison with venues for safety checks.

Main responsibilities

Although some booking activities are delegated to Coordinators, the Groups Calendar & Bookings Officer has overall responsibility to ensure that room bookings are made for Groups.

1. On an agreed periodicity (currently quarterly) work with Coordinators to develop a calendar according to a template agreed with Trustees and The BUZZ editor.
2. Contact venues to make bookings according to the calendar and make alternative arrangements, in liaison with Coordinators, where venues are unavailable for planned dates.
3. Ensure the Groups Calendar on the Website is accurate.
4. Be the point of contact for Coordinators and venues for any ad hoc changes in the requirement for a venue or its availability and ensure the Treasurer is made aware of changes to ensure accurate billing takes place and that any emergency is properly escalated.
5. Ensure a comprehensive handover to successor.