**Volunteer Role: Events Coordinator x 4**

**Purpose of the role:**

Working closely with the Students’ Union Staff and the Welcome Committee, to create, plan & deliver a broad range of inclusive activities and events across day, evening and night-time for students to take part in as part of the UoNSU Welcome Programme 2021

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| **What you will be doing in the role** | |
| **Planning** | As welcome committee representatives on the Welcome Events Working Group ( made up of UoNSU staff & Elected Officers )   * **Review** the 2020 Welcome Programme and subsequent **feedback/reports** received * Receive and review reports and information from additional Welcome Committee working groups (Postgraduate, Off Campus, Sutton Bonington, medical sites, Welfare, International and Lead Mentor) * **Identify and agree** core considerations for the Welcome Programme 2021 * Develop **a proposal** of content for the Welcome Programme 2021 |
| **Implementation** | * **Submit** a comprehensive spreadsheet detailing all events for the welcome programme for **SU final agreement** * **Consult** with the Assistant Events Manager with regards to preferred suppliers/value for money in relation to providers or resources required for the events/activities * **Liaise on a regular basis** with the Assistant Events Manager to receive updates on progress of bookings/arrangements * **Identify** logistics that need to be considered by the committee during the Welcome Programme 2021 and ensure plans are in place * **Liaise** with the Student Groups Team in relation to the **welcome fair** * **Liaise** with UoN Sports in relation to Inter Mural Sports day * Provide **regular updates** to fellow **committee members** |
| **Delivery** | * Work within a **rota system for welcome committee** members to support the day to day running of the Welcome Programme * Create and manage travel logistics for the week including buses for Club nights. * Attendance at **some night time events** to support mentors to monitor and manage **student wellbeing** * Attendance at **mentor training** to share relevant information and build relationships with mentors. * **Manage allocated teams of mentors**, liaising regularly with the lead mentors to ensure systems and processes are being followed * Being the **key point of contact** on the committee for the mentor teams allocated to you, problem solving and troubleshooting with Lead Mentors to overcome any obstacles that are presented during the week |
| **Skills, experience and qualities needed** | |
| In order to properly carry out this role, it is vital that you have a mix of the following skills:   * Excellent written and verbal communication skills * Previous experience of event planning and delivery * Experience of team working * Creative and innovative approach * Solid planning and organisational knowledge * Budget management and knowledge of financial planning * A commitment to Equality, Diversity, Inclusion and Fairness | |
| **Timeline** | |
| **Period 1** | From February there will be regular commitments including attending the fortnightly Events Working Group meetings and attending a programme of training to help equip the role.  March & May will involve taking part in the recruitment of new Welcome Mentors, this will require committee members to be available to spend at least 4 hours involved in the process. |
| **Period 2** | 26th April – 18th June (acknowledging that exams will take priority for committee members particularly between 17th May and 4th of June) will involve various administration tasks and meetings to ensure that all planned activities and events related to the welcome programme are arranged prior to the end of term. |
| **Period 3** | Week commencing the 6th September will involve final plans, meetings and briefings throughout the week.  Week commencing the 13th September will require committee to be available to be involved in the 3 day training programme for mentors, International Welcome days and move in days on a rota basis.  Week commencing 20th of September will be the delivery of the welcome programme and you will share a rota of duties for that week.  Week commencing 27th of September there will be some tasks and follow up meetings to complete your role. |
| **Support** | |
| You will be provided support directly from the SU Assistant Events Manager and an SU Staff Mentor.  There will also be support available from the Students’ Union Activities Officer and Sports Officer, alongside the Communities department and members of the Events working group.  Training will be provided specific to the co-ordinating committee. | |
| **What you could get out of it** | |
| This is a tremendous opportunity to gain experience and skills in a variety of areas including:   * Teamwork skills * Resource control * Planning & organising * Political & interpersonal leadership * Events management | |

**Next steps:**

If you are interested, you will need to complete the Welcome Committee application form, if you have evidenced your suitability for the position you will then be invited to take part in an assessment centre style interview process.