**Volunteer Role: Programme Development and Liaison Coordinator**

**Purpose of the role:**

This role is responsible for monitoring progress, communicating information and updates to SU staff, UoN staff and committee to ensure the project is delivered on time, to budget and in line with the values of the Students’ Union. The role also involves monitoring resources, risks and allocation of tasks, escalating issues and concerns where necessary to maintain a co-operative, motivated and successful team.

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| **What you will be doing in the role** | |
| **Planning** | As welcome committee representatives on the Welcome Working Group ( made up of UoNSU staff & Elected Officers )   * **Reviewing** the 2020 Welcome Programme and subsequent feedback/reports received * **Reviewing welcome sub working groups action plans** and recommendations ensuring that every aspect of the welcome programme has been covered so that it meets the needs of all new students regardless of their age, course status, gender, nationality, ethnicity, sexuality, faith or other status * **Acting as primary point of contact** between the Students’ Union’s Officer Team and the Welcome Committee; * **Liaising** with key Union and University staff to ensure that all stakeholders are kept fully aware of progress of the welcome programme * **Communicate** updates to Welcome Programme Manager * **Collaborate** with the Welcome Programme Manager to organisecommittee meetings through-out the year and ensure all committee are organised with dates/times |
| **Implementation** | * **Attend** relevant meetings * **Receive, collate and share updates** from committee members on the Welcome working group * Work through your own agreed tasks within timescales * **Action tracking, problem solving and troubleshooting** with committee members to overcome obstacles presented during this stage. * **Devise a rota** for the welcome committee to work within during the agreed welcome period * **Ordering** of accessibility, cleaning and if required covid-19 community protection equipment for the week * **Checking the quality of and Creating** Equality, Diversity and Inclusion information for all activities |
| **Delivery** | * Work within the **rota system** for welcome committee members to support the day to day running and logistics of the Welcome Programme * 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** your allocated teams of mentors (cluster), liaising regularly with the lead mentors to ensure systems and processes are being followed * Be the **point of contact** to escalate things to the correct SU staff, and contact them if issues arise * **Problem solving** and troubleshooting with committee members and lead mentors to overcome obstacles presented during this stage. * **Support** with queries relating to Equality, Diversity and Inclusion |
| **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:   * Project management and coordination skills * Knowledge of how to coach and/or mentor a team of volunteers to deliver a programme * Solid experience of team working * Relationship management * Excellent planning and organisational knowledge * Some understanding of budgeting and financial management * The ability to build a strong rapport with others through excellent communication skills * Knowledge, commitment and passion for Equality, Diversity and Inclusion | |
| **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 Welcome Programme Manager, Union Development Officer, Liberation Officer and where relevant other Students’ Union key staff appropriate to the areas of coverage of the programme including a SU staff Mentor.  There will also be support available where relevant other Students’ Union key staff appropriate to the areas of coverage of the programme.  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 & event planning * Planning & organising the universities biggest week of the year * Political & interpersonal leadership * Supervision and volunteer 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.