

**Welcome Committee**

Volunteer Role Descriptions

Welcome 2021

|  |
| --- |
| Julia Beeson11-20-2020 |



**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

|  |
| --- |
| **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.



**Volunteer Role: Student & Mentor Welfare Coordinator x2**

**Purpose of the role:**

To Work with the Welfare and Wellbeing Officer, the Student Advice Centre, and the University’s Welfare team to ensure that welfare is considered across the welcome programme.

Ensuring mentors have all the required signposting information to hand as well as actioning logs of students that mentors are concerned about during the week so that this info can be passed back to the Residential team within the hall to follow up on. To coordinate a small team of welfare administrators during the welcome programme to support following welfare procedures.

|  |
| --- |
| **What you will be doing in the role** |
| **Planning** | As welcome committee representatives on the Welcome Welfare & Volunteers Working Group ( made up of UoNSU staff & Elected Officers )* **Review** the 2021 Welcome Programme and subsequent feedback/reports received
* **Identify and agree** core welfare considerations for volunteer and students within the welcome programme
* **Agree** a plan of action to address core considerations within the working group
* **Liaise** with key stakeholders within UoN
* **Develop** a proposal of welfare support and content for the Welcome Programme 2021
 |
| **Implementation** | * **Agree timescales** and allocation of tasks relating to the welfare **action plan**
* Work through your own agreed tasks within timescales
* **Review** against timescales regularly
* Provide **regular updates** to fellow committee members
* **Working with** the SU Welfare officer and SU Advice to prepare training for mentors on welfare related issues.
 |
| **Delivery** | * Work within a **rota system** for welcome committee members to support the day to day running of the Welcome Programme
* Attendance at **some night time** events to support committee and mentors to monitor and manage student wellbeing
* **Attendance** and delivery 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
* **Monitoring and managing** of the welfare logs with support from UoN and UoNSU staff
* 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:* Previous experience of Welfare Volunteering
* Experience of team working
* Solid planning and organisational knowledge
* Empathy and Understanding of welfare and wellbeing issues experienced by students
* Excellent written and verbal communication skills
* 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 Welfare and Wellbeing Officer, the Communities Team Assistant Manager and a SU staff mentorThere 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
* Planning & organising
* 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.



**Volunteer Role: Lead Mentor Coordinator**

**Purpose of the role:**

Working with the Communities Team Volunteer Support Coordinator, the Lead Mentor will have primary responsibility within the welcome committee for ensuring welcome mentors are recruited, equipped and supported to undertake their roles.

|  |
| --- |
| **What you will be doing in the role** |
| **Planning** | As welcome committee representatives on the Welcome Welfare & Volunteers Working Group ( made up of UoNSU staff & Elected Officers ):* **Review** the 2021 Welcome Programme and subsequent feedback/reports received
* **Identify and agree** core considerations for the recruitment and training of welcome mentors within the working group
* **Plan** content for mentor training
* **Agree** arrangements for **volunteer management** during the welcome period with the Communities Team Volunteer Support Coordinator
* **Agree** a **plan of action** to address core considerations within the working group
* **Work with** Communities department in the recruitment of welcome mentors
 |
| **Implementation** | * **Agree timescales** and allocation of tasks relating to the mentor **action plan**
* Work through your own agreed tasks within timescales
* Review against timescales regularly
* Provide **regular updates** to fellow committee members
* **Working with** the SU Welfare Officer and SU Advice to prepare training for mentors on welfare related issues.
 |
| **Delivery** | * Work within a **rota system** for welcome committee members to support the day to day running of the Welcome Programme
* Attendance at **some night time** events to support committee and mentors to monitor and manage student wellbeing
* **Attendance** and delivery 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
* **Monitoring and managing** of the welfare/mentor logs with support from UoN and UoNSU staff
* 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
* Experience of team working
* Solid planning and organisational knowledge
* Knowledge of how to coach and/or mentor a team of volunteers to deliver a programme
* Experience of delivering training preferable, but not essential
* 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 by Communities Team Volunteer Support Coordinator and a SU staff mentorThere 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
* Planning & organising
* 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.



**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.

|  |
| --- |
| **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.



**Volunteer Role: Post Graduate and Mature Coordinator**

**Purpose of the role:**

This role has the responsibility to ensure that the needs and requirements for Postgraduate and Mature students are considered and addressed within the welcome programme. This will include coordinating a small team of PG volunteers as part of the PG subcommittee.

|  |
| --- |
| **What you will be doing in the role** |
| **Planning** | As welcome committee representatives on the Welcome Welfare & Volunteers Working Group ( made up of UoNSU staff & Elected Officers ):* **Reviewing** the 2020 Welcome Programme and subsequent feedback/reports relating to Postgraduate and Mature students.
* **Identify and agree** core considerations to meet the needs of Postgraduate and Mature students within the welcome programme 2021
* **Agree** a plan of action to address core considerations
* **Develop** a proposal of content and activity for Post Graduate and Mature students for the Welcome Programme 2021
 |
| **Implementation** | * **Agree** timescales and allocation of tasks relating to the action plan
* Work through your own agreed tasks within timescales
* **Review** against timescales regularly
* **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
* Attendance at **some night time** events to support committee and mentors to monitor and manage student wellbeing
* **Attendance** and delivery 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
* Solid planning and organisational knowledge
* A commitment to Equality, Diversity, Inclusion and Fairness
* Experience of working with Postgraduate and Mature students
* 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 by the SU Postgraduate Officer, Student Group Coordinator and a SU staff mentorThere 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
* Planning & organising
* Political & interpersonal leadership
* Events Planning

There is also the opportunity for recognition in the Annual Student Volunteer Awards. |

**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.



**Volunteer Role: International Coordinator**

**Purpose of the role:**

This role has the responsibility to ensure that the needs and requirements for International students are considered and addressed within the welcome programme and working with Students’ Union staff to influence and plan involvement in the UoN International Student Welcome Programme

|  |
| --- |
| **What you will be doing in the role** |
| **Planning** | As welcome committee representatives on the International Working Group ( made up of UoNSU staff & Elected Officers ):* **Reviewing** the 2020 Welcome Programme and subsequent feedback/reports relating to International students.
* **Identify** and agree core considerations for engaging International students within the welcome programme 2021
* **Agree a plan** of action to address core considerations for the UoN International Welcome and the UoNSU Welcome Programme
* **Develop** aproposal of content and activity for students living in the community for the Welcome Programme 2021
 |
| **Implementation** | * **Agree** timescales and allocation of tasks relating to the action plan
* Work through your own agreed tasks within timescales
* **Review** against timescales regularly
* **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
* Attendance at **some night time** events to support committee and mentors to monitor and manage student wellbeing
* **Attendance** and delivery 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:* Teamwork skills.
* Resource control
* Planning & organising
* Political & interpersonal leadership
* Events 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 by the Community Building Coordinator, SU International Officer and a SU staff mentorThere 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
* Planning & organising
* Political & interpersonal leadership
* Events Planning

There is also the opportunity for recognition in the Annual Student Volunteer Awards. |

**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.



**Volunteer Role: Community Living and Outreach Coordinator**

**Purpose of the role:**

This role has the responsibility to ensure that the needs and requirements for students that don’t live in halls, undergraduate and returners are considered and addressed within the welcome programme.

|  |
| --- |
| **What you will be doing in the role** |
| **Planning** | As welcome committee representatives on the Community Living and Outreach Working Group ( made up of UoNSU staff & Elected Officers ):* **Reviewing** the 2020 Welcome Programme and subsequent feedback/reports relating to students living in the community.
* **Identify** and agree core considerations for engaging UG and returning students living in the community within the welcome programme 2021
* **Agree a plan** of action to address core considerations for the UoN Welcome and the UoNSU Welcome Programme
* **Develop** aproposal of content and activity for students living out in the community for the Welcome Programme 2021
 |
| **Implementation** | * **Agree** timescales and allocation of tasks relating to the action plan
* Work through your own agreed tasks within timescales
* **Review** against timescales regularly
* **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
* Attendance at **some night time** events to support committee and mentors to monitor and manage student wellbeing
* **Attendance** and delivery 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
* Solid planning and organisational knowledge
* A commitment to Equality, Diversity, Inclusion and Fairness
* Experience of working with multiple teams and double tasking.
 |
| **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 by the Community Building Coordinator, SU Community Officer and a SU staff mentorThere 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
* Planning & organising
* Political & interpersonal leadership
* Events Planning

There is also the opportunity for recognition in the Annual Student Volunteer Awards. |

**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.



**Volunteer Role: Association Liaison Coordinator**

**Purpose of the role:**

This role has the responsibility work with the Association chairs e.g. SB Guild, UNAD, Jubilee to ensure that the needs and requirements for students on satellite Campus are considered and addressed within the welcome programme.

|  |
| --- |
| **What you will be doing in the role** |
| **Planning** | As welcome committee representatives on the Associations Working Group ( made up of UoNSU staff & Elected Officers ):* **Reviewing** the 2020 Welcome Programme and subsequent feedback/reports relating to association students.
* **Identify** and agree core considerations with the associations for engaging UG and returning students living at satellite campuses within the welcome programme 2021
* **Liaise** with the UNAD, Jubilee, City, SB Guild, Vet School and Bio School to assess and agree any involvement within UoN associations Welcome Plans
* **Agree a plan** of action to address core considerations for the UoN and the UoNSU Welcome Programme
* **Develop** with the associations and associated Schoolsaproposal of content and activity for students for the Welcome Programme 2021
 |
| **Implementation** | * **Agree** timescales and allocation of tasks relating to the action plan
* Work through your own agreed tasks within timescales
* **Review** against timescales regularly
* **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
* Attendance at **some night time** events to support committee and mentors to monitor and manage student wellbeing
* **Attendance** and delivery 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
* Solid planning and organisational knowledge
* A commitment to Equality, Diversity, Inclusion and Fairness
* Experience of working with associations such as the Sutton Bonington students and the Guild
 |
| **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 by the Community Building Coordinator. Community Officer, Union Development Officer and a SU staff mentorThere 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
* Planning & organising
* Political & interpersonal leadership
* Events Planning

There is also the opportunity for recognition in the Annual Student Volunteer Awards. |

**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.



**Volunteer Role: Marketing and Communications Coordinator**

**Purpose of the role:**

This role has the responsibility to work with the UoNSU Communications Team and the Welcome Committee to ensure that the Welcome Programme is communicated effectively to all students through the appropriate tone of voice and channels.

|  |
| --- |
| **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 relating to communications engagement.
* **Identify** and agree core considerations with the UoNSU Communications Team and Welcome Committee within the welcome programme 2021
* **Liaise** with the UoNSU Communications Team, assess and agree any involvement within the Marketing and communications of the Welcome Programme.
* **Agree a plan** of action to address core marketing and communication considerations for the UoN and the UoNSU Welcome Programme
* **Develop** with the UoNSU Communications team aproposal of content for the Welcome Programme 2021
* **Working** with the SU marketing and communications team on stash design and orders for committee members and mentors
 |
| **Implementation** | * **Agree** timescales and allocation of tasks relating to the action plan
* Work through your own agreed tasks within timescales
* **Review** against timescales regularly
* **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
* Attendance at **some night time** events to support committee and mentors to monitor and manage student wellbeing
* **Attendance** and delivery 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
* **Work** with the Communications team to order stash for the mentors.
* **Collaborate** with the UoN Marketing team to ensure the university promotes SU events.
* **Oversight** of ticketing and access codes
* 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
* **Monitoring and managing** of the Mentor and Committee Instagram account
 |
| **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 social media communications
* Experience of team working
* Solid planning and organisational knowledge
* A commitment to Equality, Diversity, Inclusion and Fairness
* Experience of working with social media content
 |
| **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 by the Communications Coordinators, Activities Officer and a SU staff mentorThere 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
* Planning & organising
* Communications
* Marketing

There is also the opportunity for recognition in the Annual Student Volunteer Awards. |

**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.