**Welcome Coordinating Committee**

**Role Description**

**2017**



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| Role title | **Events Co-ordinator x 4** |
| Purpose of the role | Working closely with the Students’ Union and 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 2017 |
| What you will be doing | The role will involve:  Stage 1 – Planning  As welcome committee representatives on the Welcome Events Working Group ( made up of UoNSU staff & Elected Officers )   * Review the 2016 Welcome Programme and subsequent feedback/reports received * Receive and review reports and information from additional Welcome Committee (WP) working groups (Postgraduate, Off Campus, Welfare, International and Lead Mentor) * Identify and agree core considerations for the WP 2017 * Develop a proposal of content for the WP 2017   Stage 2 – Implementation     * Submit events forms to the events team for final agreement * Consult with the events team 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 events team to receive updates on progress of bookings/arrangements * Identify logistics that need to be considered by the committee during the WP 2017 and ensure plans are in place * Liaise with the societies department in relation to the welcome fair * Provide regular updates to fellow committee members   Stage 3 – Delivery   * Work within a rota system for welcome committee members to support the day to day running of the WP * 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 |
| When | Stage 1 - From February there will be regular commitments including attending the fortnightly Events Working Group meetings.  April will involve taking part in the recruitment of new Welcome Mentors.    Stage 2 - May and June will involve various administration tasks and meetings to implement the WP plan **prior to the end of term**.  Stage 3 - From the beginning of September to the first week of October, the role will require volunteering hours on a daily basis; you will be expected to be available on site in Nottingham. |
| Support offered | You will be provided support directly from the SU Events Manager and team  There will also be support available from the Students’ Union Activities Officer and Sports Officer, alongside the Societies 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   There is also the opportunity to achieve an NAA module and recognition in the Annual Student Volunteer Awards. |
| What to do if you’re 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. |

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| Role title | **Welfare Coordinator** |
| Purpose of the role | To Work with the Equal Opportunities & Welfare Officer, the Student Advice Centre, and the University’s Student Services to ensure that welfare is considered across the welcome programme.  Ensuring mentors have all the required signposting information to hand as well as logging any students that mentors are concerned about during the week so that this info can be passed back to tutors and wardens within the hall to follow up on. |
| What you will be doing | The role will involve:  Stage 1 – Planning  As welcome committee representatives on the Welcome Welfare & Volunteers Working Group ( made up of UoNSU staff & Elected Officers )   * Review the 2016 Welcome Programme and subsequent feedback/reports received * Identify and agree core welfare considerations for volunteers and students within the WP 2017 * Agree a plan of action to address core considerations * Liaise with the welcome events coordinators if relevant to plans   Stage 2 – 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 and deliver training for mentors on welfare related issues.   Stage 3 – Delivery   * Work within a rota system for welcome committee members to support the day to day running of the WP * 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:   * 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 |
| When | Stage 1 - From February there will be regular commitments including attending the fortnightly Welcome Working Group meetings.  April will involve taking part in the recruitment of new Welcome Mentors.    Stage 2 - May and June will involve various administration tasks and meetings to implement the WP plan **prior to the end of term**.  Stage 3 - From the beginning of September to the first week of October, the role will require volunteering hours on a daily basis; you will be expected to be available on site in Nottingham. |
| Support offered | You will be provided support directly from the SU Equal Opportunities & Welfare Officer and the SU Volunteering Manager.  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 * Planning & organising * Political & interpersonal leadership * Supervision and volunteer management   There is also the opportunity to achieve an NAA module and recognition in the Annual Student Volunteer Awards. |
| What to do if you’re 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. |

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| Role title | **Lead Mentor Coordinator** |
| Purpose of the role | Working with the volunteering department 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 | The role will involve:  Stage 1 – Planning  As welcome committee representatives on the Welcome Welfare & Volunteers Working Group ( made up of UoNSU staff & Elected Officers ):   * Review the 2016 Welcome Programme and subsequent feedback/reports received * Identify and agree core considerations for the recruitment and training of welcome mentors * Agree arrangements for volunteer management during the welcome period * Agree a plan of action to address core considerations * Work with volunteering department in the recruitment of welcome mentors     Stage 2 – 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 * Devise and allocate a rota system for welcome mentors * Assign mentor team clusters to each committee member to manage during the welcome programme * Support the Volunteering Manager and Training & Development Coordinator in the planning for the mentor training sessions.   Stage 3 – Delivery   * Work within a rota system for welcome committee members to support the day to day running of the WP * 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, 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 * 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 |
| When | Stage 1 - From February there will be regular commitments including attending the fortnightly Welcome Working Group meetings.  April will involve taking part in the recruitment of new Welcome Mentors.    Stage 2 - May and June will involve various administration tasks and meetings to implement the WP plan **prior to the end of term**.  Stage 3 - From the beginning of September to the first week of October, the role will require volunteering hours on a daily basis; you will be expected to be available on site in Nottingham. |
| Support offered | You will be provided support directly from the SU Volunteering Department, Student Living Department and 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   There is also the opportunity to achieve an NAA module and recognition in the Annual Student Volunteer Awards. |
| What to do if you’re 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. |

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| Role title | **Welcome Coordinator** |
| Purpose of the role | Head of the Welcome Committee, and ultimate decision maker within the committee, this role has the responsibility to ensure that the whole programme meets the values of the Students’ Union and achieves the outlined vision of success. |
| What you will be doing | The role will involve:  Stage 1 – Planning  As welcome committee representatives on the Welcome Working Group ( made up of UoNSU staff & Elected Officers )   * Reviewing the 2016 Welcome Programme and subsequent feedback/reports received * Reviewing welcome sub working groups action plans in line with the overall 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 Co-ordinating Committee; * Liaising with key Union and University staff to ensure that all stakeholders are kept fully aware of progress of the welcome programme * Chairing committee meetings and communicating updates to Welcome Programme Manager * Work with the volunteering department to support the recruitment of welcome mentors   Stage 2 – Implementation     * Attend relevant meetings * Receive, collate and share updates from committee members * Work through your own agreed tasks within timescales * Support the Lead Mentor Coordinator with the planning for the mentor training sessions. * Problem solving and troubleshooting with committee members to overcome obstacles presented during this stage. * Agree rewards for welcome volunteers with SU staff and ensure these are resourced * Review the welcome mentors conduct guidelines to ensure they meet the values of the Students’ Union * Working with the SU marketing team on stash design and orders for committee members and mentors * Devise a rota for the welcome committee to work within during the agreed welcome period   Stage 3 – Delivery   * Work within the rota system for welcome committee members to support the day to day running of the WP * 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, 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 * Problem solving and troubleshooting with committee members to overcome obstacles presented during this stage. |
| 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:   * Strong people management and leadership skill – ideally although not essentially through previous leadership experience. * Knowledge of how to coach and/or mentor a team of volunteers to deliver a programme. * Experience of team working. * Excellent planning and organisational knowledge * Some understanding of budgeting and financial management. * The ability to build rapport with others through excellent communication skills. * Experience of stress and/or self-management in order to best handle the pressure requirements of the role. |
| When | Stage 1 - From February there will be regular commitments including attending the fortnightly Welcome Working Group meetings.  April will involve taking part in the recruitment of new Welcome Mentors.    Stage 2 - May and June will involve various administration tasks and meetings to implement the WP plan **prior to the end of term**.  Stage 3 - From the beginning of September to the first week of October, the role will require volunteering hours on a daily basis; you will be expected to be available on site in Nottingham. |
| Support offered | You will be provided support directly from the Welcome Programme Manager, Volunteering Manager and 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 * Events Planning   There is also the opportunity to achieve an NAA module and recognition in the Annual Student Volunteer Awards. |
| What to do if you’re 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. |

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| Role title | **Postgraduate Coordinator** |
| Purpose of the role | This role has the responsibility to ensure that the needs and requirements for Postgraduate students are considered and addressed within the welcome programme. |
| What you will be doing | The role will involve:  Stage 1 – Planning  As welcome committee representatives on the Welcome Working Group ( made up of UoNSU staff & Elected Officers )   * Reviewing the 2016 Welcome Programme and subsequent feedback/reports relating to Postgraduate students. * Identify and agree core considerations to meet the needs of Postgraduate students within the WP 2017 * Agree a plan of action to address core considerations * Liaise with the welcome events coordinators if relevant to plans   Stage 2 – 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   Stage 3 – Delivery   * Work within the rota system for welcome committee members to support the day to day running of the WP * 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, 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 students |
| When | Stage 1 - From February there will be regular commitments including attending the fortnightly Welcome Working Group meetings.  April will involve taking part in the recruitment of new Welcome Mentors.    Stage 2 - May and June will involve various administration tasks and meetings to implement the WP plan **prior to the end of term**.  Stage 3 - From the beginning of September to the first week of October, the role will require volunteering hours on a daily basis; you will be expected to be available on site in Nottingham. |
| Support offered | You will be provided support directly from the SU Postgraduate Officer. SU Society Development Coordinator, and 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 to achieve an NAA module and recognition in the Annual Student Volunteer Awards. |
| What to do if you’re 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. |

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| Role title | **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. |
| What you will be doing | The role will involve:  Stage 1 – Planning  As welcome committee representatives on the Welcome Working Group ( made up of UoNSU staff & Elected Officers )   * Reviewing the 2016 Welcome Programme and subsequent feedback/reports relating to International students. * Identify and agree core considerations for engaging International students within the WP 2017 * Liaise with the welcome events coordinators if relevant to plans * Liaise with the International Office to assess and agree any involvement within UoN International Welcome Plans * Agree a plan of action to address core considerations for the UoN International Welcome and the UoNSU Welcome Programme   Stage 2 – 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   Stage 3 – Delivery   * Work within the rota system for welcome committee members to support the day to day running of the WP * 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, 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 International students |
| When | Stage 1 - From February there will be regular commitments including attending the fortnightly Welcome Working Group meetings.  April will involve taking part in the recruitment of new Welcome Mentors.    Stage 2 - May and June will involve various administration tasks and meetings to implement the WP plan **prior to the end of term**.  Stage 3 - From the beginning of September to the first week of October, the role will require volunteering hours on a daily basis; you will be expected to be available on site in Nottingham. |
| Support offered | You will be provided support directly from the SU President, International, Cultural and Faith Group Coordinator and 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 to achieve an NAA module and recognition in the Annual Student Volunteer Awards. |
| What to do if you’re 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. |

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| Role title | **Associations & Outreach Coordinator** |
| Purpose of the role | This role has the responsibility to ensure that the needs and requirements for students at Derby, Sutton Bonington and the Jubilee campuses alongside those who do not live in UoN Halls are considered and addressed within the welcome programme. |
| What you will be doing | The role will involve:  Stage 1 – Planning  As welcome committee representatives on the Welcome Working Group ( made up of UoNSU staff & Elected Officers )   * Reviewing the 2016 Welcome Programme and subsequent feedback/reports relating to the student groups above. * Identify and agree core considerations for within the WP 2017 * Liaise with the welcome events coordinators if relevant to plans * Agree a plan of action to address core considerations   Stage 2 – 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 * Consult, communicate and update with relevant staff members across the locations   Stage 3 – Delivery   * Work within the rota system for welcome committee members to support the day to day running of the WP * 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, 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 |
| When | Stage 1 - From February there will be regular commitments including attending the fortnightly Welcome Working Group meetings.  April will involve taking part in the recruitment of new Welcome Mentors.    Stage 2 - May and June will involve various administration tasks and meetings to implement the WP plan **prior to the end of term**.  Stage 3 - From the beginning of September to the first week of October, the role will require volunteering hours on a daily basis; you will be expected to be available on site in Nottingham. |
| Support offered | You will be provided support directly from the SU Community Officer, the SU Student Living Department and 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 to achieve an NAA module and recognition in the Annual Student Volunteer Awards. |
| What to do if you’re 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. |