2019 Welcome Committee
Lead Mentor Coordinator
<table>
<thead>
<tr>
<th>Role title</th>
<th>Lead Mentor Coordinator</th>
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<tbody>
<tr>
<td>Purpose of the role</td>
<td>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.</td>
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<td>What you will be doing</td>
<td>The role will involve:</td>
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**Stage 1 - Planning**  
As Welcome Committee representatives on the Welcome Welfare and Volunteers Working Group (made up of UoNSU staff and Elected Officers):

- Review the 2018 Welcome Programme (WP) and subsequent feedback/reports received
- Identify and agree core considerations for the recruitment and training of Welcome Mentors within the working group
- Agree arrangements for volunteer management during the Welcome period with the Volunteer Department
- Agree a plan of action to address core considerations within the working group
- 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
- Agree rewards for Welcome volunteers with SU staff and ensure these are resourced
- Review the Welcome Mentors’ conduct guidelines with the SU Volunteering Department to ensure they meet the values of the Students’ Union
- Provide regular updates to fellow committee members
- Confirm the rota system for Welcome Mentors and coordinate the allocation
- Assign mentor team clusters to each committee member to manage during the Welcome Programme
- Support the Volunteering team and Training and 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 and delivery 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
- Be 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

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<tr>
<th>Skills, experience and qualities needed</th>
<th>In order to properly carry out this role, it is vital that you have a mix of the following skills:</th>
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<td>Excellent written and verbal communication skills</td>
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<td>Experience of team working</td>
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<td>Solid planning and organisational knowledge</td>
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<td>Knowledge of how to coach and/or mentor a team of volunteers to deliver a programme</td>
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<td>Experience of delivering training is preferable, but not essential</td>
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| When | **Stage 1** - From January there will be regular commitments, including attending the fortnightly Events Working Group meetings and attending training sessions. There will be at least two full training days during this time.  
March will involve taking part in the recruitment of new Welcome Mentors. This will require committee members to be available to spend at least four hours involved in the process.  
**Stage 2** – Monday 13 May – Friday 21 June (acknowledging that exams will take priority for committee members, particularly between Monday 20 May and Saturday 8 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.  
**Stage 3** – Week commencing Monday 9 September will involve final plans, meetings and briefings throughout the week.  
Week commencing Monday 16 September will require committee to be available to be involved in the three-day training programme for mentors, International Welcome days and move-in days on a rota basis.  
Week commencing Monday 23 September will be the delivery of the Welcome Programme and you will share a rota of duties for that week.  
Week commencing Monday 30 September: there will be some tasks and follow-up meetings to complete your role. |
|---|---|
| Support offered | You will be provided with 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 coordinating 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 and organising  
• Political and interpersonal leadership  
• Supervision and volunteer management  
There is also the opportunity to receive 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. |