UG Lead Mentor
Role Description 2018

University of Nottingham
Students’ Union
<table>
<thead>
<tr>
<th>Role title</th>
<th>UG Lead Mentor</th>
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<td>Purpose of the role</td>
<td>In addition to their Welcome Mentor responsibilities Lead Mentors have the responsibility for ensuring that all of the volunteers in their particular team are carrying out their roles efficiently and managing rota.</td>
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| What you will be doing |  • Creating and delivering a team building activity for your team of mentors prior to the end of this academic year  
  • Work with the welcome committee to introduce yourself and your mentor team to key hall staff and JCR members (as appropriate) prior to the end of the academic year  
  • Managing the allocation of mentors to specific activities to ensure there is coverage across the week and mentor welfare is considered  
  • Acting as primary point of contact between Wardens and Hall Management at their location (as appropriate) during the period covered in the volunteering agreement  
  • Ensuring that all of the students in your location have been actively supported to settle at the University Communicate regularly with the Welcome Committee member allocated to your mentor team. |
| 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 communication skills  
  • Experience of working in a team to achieve a shared goal  
  • Planning and organisational skills  
  • Problem solving skills  
  • Good people management and leadership skills.  
  • Empathy, particularly with the new arrival experience |
| When | The majority of volunteering will take place over the arrival period between Friday 21st September – Sunday 30th September.  
  Mentor volunteering agreements will run from the 17th of September (first training session) to the 5th of October, this will enable mentors to where possible handover to JCR’s and/or stage the withdrawal of support to new students.  
  There will also be some additional roles outside of these times, including meeting with Hall staff (for mentors placed at Halls) and the Welcome Committee prior to the end of the academic year and during the international student’s arrival period. |
| Support offered | You will be supported by the Lead Mentor Co-ordinator from the Co-ordinating Committee prior to welcome and then will be allocated a committee member for direct support during the welcome period. In addition to this there will be support centrally from the Students’ Union staff from the Student Volunteer Centre.  
  In addition to the two-day training event for Welcome Mentors covering all of the key skills required to carry out the role ahead of the Arrivals and Welcome period, Lead Mentors will receive a separate day of leadership and planning training to help them do their roles as effectively as possible. |
| What you could get out of it | This is a tremendous opportunity to gain experience and skills in a variety of areas including:  
  • Leadership skills and experience  
  • Resource control  
  • Planning & organising  
  • Supervision and volunteer management  
  • Negotiation & persuasion skills  
  There is also the opportunity to achieve an NAA module (more information will be sent to successful candidates) and recognition in the Annual Student Volunteer Awards. |
| What to do if you’re interested | You will need to complete the Welcome Mentor application form, indicating you are interested in becoming a lead mentor, if you have evidenced your suitability for the position you will then be invited to an interview. Please note if you are unsuccessful for the lead mentor role you can still be considered for the Welcome Mentor role and would not have to have an additional interview. |