Welcome Coordinating Committee
Role Description
2018
<table>
<thead>
<tr>
<th>Role title</th>
<th>Postgraduate Coordinator</th>
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<tbody>
<tr>
<td><strong>Purpose of the role</strong></td>
<td>Your responsibility will be to ensure that the needs and requirements for postgraduate students are considered and addressed within the Welcome programme. This will include coordinating a small team of postgraduate volunteers as part of the Postgraduate Subcommittee.</td>
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| **What you will be doing** | **Stage one – Planning**  
As welcome committee representatives on the Welcome Working Group (made up of UoNSU staff and SU elected Officers)  
- **Reviewing** the 2017 Welcome Programme and subsequent feedback/reports relating to postgraduate students.  
- **Identify and agree** core considerations to meet the needs of Postgraduate students within the 2018 Welcome Programme.  
- **Agree** a plan of action to address core considerations  
- **Liaise** with Welcome events coordinators where relevant to plans.  
**Stage two – 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 three – Delivery**  
- Work within the rota system for Welcome Committee members to **support the day-to-day running** of the 2018 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, **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 one - From January 2018 there will be regular commitments including attending fortnightly Events Working Group meetings and attending training sessions, there will be at least two full training days during this time.  

March 2018 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 two – 23 April 2018 – 20 June 2018 (acknowledging that exams will take priority for Committee members particularly between 14 May 2018 and 2 June 2018) will involve various administration tasks and meetings to ensure that all planned activities and events related to the Welcome programme are arranged before the end of term.  

Stage three – Week commencing 10 September 2018 will involve final plans, meetings and briefings throughout the week.  
Week commencing 17 September 2018 will require the 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 24 September 2018 will be the delivery of the Welcome programme and you will share a rota of duties for that week.  
Week commencing 1 October 2018 there will be some tasks and follow up meetings to complete your role. |
| Support offered | You will be supported directly by 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 coordinating Committee. |
| What you could get out of it | This is a great opportunity to gain experience and skills in a variety of areas including:  
• Teamwork skills  
• Resource control  
• Planning and organising  
• Political and interpersonal leadership  
• Events Planning  
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. |