PG Welcome Mentor
Role Description 2018
<table>
<thead>
<tr>
<th>Role title</th>
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<td>Purpose of the role</td>
<td>‘Welcome’ is the University of Nottingham Students’ Union’s induction programme for new students. Running for just over a week, Welcome consists of a programme of events designed to help all new students settle in to Nottingham, make new friends and prepare them to make the most of their time here. PG Mentors are based in all the locations where PG-specific events will be taking place throughout Welcome. PG Mentors are the student volunteers who support the settling in of new students, welcome back returners and support to deliver the welcome programme.</td>
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| What you will be doing | • Attending and helping to deliver PG-specific events organised by the SU as well as the University and the Graduate School such as Graduate School coffee & cakes. There will be the option to support at least 1 event per day (including evening events) but we offer flexibility to suit your timetable.  
• Sharing opportunities for PG students to get involved in the SU and promoting the range of Welcome events available.  
• Promoting the Postgraduate Students Network  
• Signposting any students in need of further support to the appropriate SU and University services.  
• Communicate regularly with the PG Welcome Committee member  
• There may also be opportunities to help plan and organise PG-specific events  
• There may be opportunities to help with International Welcome and UG events but this is not compulsory. |
| 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  
• 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 17th of September (first training session) to the 5th of October, this will enable mentors to stage the withdrawal of support to new students.  
There will also be some additional roles outside of these times, including meeting with the Welcome Committee prior to the end of the academic year.  
If you would like to be involved with event planning, this would involve more time but would be flexible around your availability. |
| Support offered | You will be supported by the PG Co-ordinator and Lead Mentor Co-ordinator from the Co-ordinating Committee prior to welcome and during the welcome period. In addition to this there will be support centrally from the Students’ Union staff from the SU Volunteer Centre.  
Commitment to the program is crucial but we also understand that balancing postgraduate study or research with activities can be difficult. For this reason we’ve created a condensed training day (roughly 4 hours) and offer the opportunity to attend further training sessions if they are of interest to you. This will help you do your role as effectively as possible while being flexible around your time commitments. We can ensure that this programme is being developed with Postgraduate study in mind, for both incoming Postgraduates and Postgraduate Mentors. A rota system will be employed to allow for free days and to work around your current commitments. If you are interested in being involved but concerned about your capacity or balancing your studies with the program – feel free to get in touch and we can discuss the options. E-mail Kelda.skey@nottingham.ac.uk |
| What you could get out of it | This is a tremendous opportunity to gain experience and skills in a variety of areas including:  
• Planning & organising |
- Networking
- Interpersonal and communication
- Event management
- Teamwork

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 PG Mentor application form, indicating you are interested in becoming a PG mentor, if you have evidenced your suitability for the position you will then be invited to an interview. Please note PG students are welcome to apply for the UG Welcome Mentor roles also. |