Welcome Coordinating Committee
Role Description
2018
<table>
<thead>
<tr>
<th>Role title</th>
<th>Welcome Committee Project Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose of the role</strong></td>
<td>Managing the work of the welcome committee members you will be responsible for monitoring progress, communicating information and updates to SU staff, University staff and Committee to ensure the project is delivered on time, to budget and in-line with the values of your Students’ Union. The role also involves monitoring resources, risks and allocation of tasks, escalating issues and concerns where necessary to maintain a co-operative, motivated and successful team.</td>
</tr>
</tbody>
</table>
| **What you will be doing** | **Stage one – Planning**  
As welcome committee representatives on the Welcome Working Group (made up of SU staff and SU elected Officers) |
| | • **Reviewing** the 2017 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 coordinating Committee.  
• **Liaising** with key Students’ 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 the Welcome Programme Manager. |
| | **Stage two – Implementation** |
| | • **Attend** relevant meetings  
• **Receive, collate and share updates** from committee members  
• Work through your own agreed tasks within timescales  
• **Problem solving and troubleshooting** with committee members to overcome obstacles presented during this stage.  
• **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 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.  
• 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 and/or project management skills.
- Leadership skills – 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 one** - From January 2018 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 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 prior to 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 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 receive support directly from the Welcome Programme Manager, Student Opportunities Manager and where relevant other Students’ Union key staff appropriate to the areas of coverage of the Welcome 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
- Supervision and volunteer management
- 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.