Welcome Coordinating Committee
Role Description
2018
<table>
<thead>
<tr>
<th>Role title</th>
<th>Welfare Coordinator</th>
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<td><strong>Purpose of the role</strong></td>
<td>You will work with your SU Equal Opportunities and Welfare Officer, Students’ Union Advice, and the University’s Student Services to ensure that welfare is considered across the Welcome programme. Ensuring mentors have all the required signposting information to hand as well as logging any students that mentors are concerned about during the week, so that this information can be passed back to tutors and wardens within the Hall to follow up on. You will also coordinate a small team of welfare administrators during the Welcome programme to support following welfare procedures.</td>
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| **What you will be doing** | **Stage one – Planning**<br>As welcome committee representatives on the Welcome Welfare and Volunteers Working Group (made up of UoNSU staff and SU elected Officers).<br>• Review the 2017 Welcome Programme and subsequent feedback/reports received.<br>• Identify and agree core welfare considerations for volunteers and students within the 2018 Welcome Programme.<br>• Agree a plan of action to address core considerations within the Working Group<br>• Liaise with the Welcome Events Coordinators if relevant to plans.  
**Stage two – Implementation**
• Agree timescales and allocation of tasks relating to the welfare action plan.<br>• Work through your own agreed tasks within timescales.<br>• Review against timescales regularly.<br>• Provide regular updates to fellow committee members.<br>• Working with the SU Welfare officer and SU Advice to prepare training for mentors on welfare related issues.  
**Stage three – Delivery**
• Work within a rota system for welcome committee members to support the day to day running of the 2018 Welcome Programme.<br>• Attendance at some night time events to support mentors to monitor and manage student wellbeing.<br>• Attendance and delivery at mentor training to share relevant information and build relationships with mentors.<br>• Manage allocated teams of mentors, liaising regularly with the lead mentors to ensure systems and processes are being followed.<br>• 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:  
• Previous experience of welfare volunteering  
• Experience of team-working  
• Solid planning and organisational knowledge  
• Empathy and understanding of welfare and wellbeing issues experienced by students  
• Excellent written and verbal communication skills |
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 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 provided support directly from the SU Equal Opportunities and Welfare Officer and SU Volunteering team.

There will also be support available where relevant from 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.