UG Welcome Mentor
Role Description 2018

University of Nottingham Students’ Union
<table>
<thead>
<tr>
<th>Role title</th>
<th>Welcome Mentor</th>
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<td><strong>Purpose of the role</strong></td>
<td>Welcome Mentors are based in all the locations where we have new students arriving and students returning to the University. Welcome 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** | • Get to know the new students allocated to you  
• Promote the broad range of events and activities available  
• Acting as mentor for the minimum of two late night events.  
• Signpost any students suffering from emotional discomfort or distress  
• Help new students understand the diversity of the student body they have just become a part of  

Campus Ambassadors (Derby and City Hospital)  
Your role will be more specific to the campus you applying for, it may include some of the above role’s but will include some different roles that will support students to understand their new campuses, i.e. campus tours, introduction to campus services etc. |
| **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  
• Empathy, particularly with the new arrival experience  
• Problem solving skills |
| **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 throughout by the lead mentor in your location who will lead your mentor team and provide support and advice. In addition to this there will be support centrally from both the Welcome Co-ordinating Committee and Students’ Union staff from the Student Volunteer Centre.  
There will be a two day training event covering all of the key skills required to carry out the role ahead of the Arrivals and Welcome period. |
| **What you could get out of it** | This is a tremendous opportunity to gain experience and skills in a variety of areas including:  
• Teamwork skills  
• Planning & organising  
• Communication & interpersonal 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, if you have evidenced that you have the skills required for the position you will then be invited to an interview. |