External Volunteer role description

<table>
<thead>
<tr>
<th>Volunteering Opportunity</th>
<th>Mature Alumni Ambassador</th>
</tr>
</thead>
</table>
| **Task manager - name and contact details** | Teresa Flowers. Tel: 0115 846 8271  
Email: Teresa.flowes@nottingham.ac.uk |
| **Number of opportunities** | 10 - 20 (1-2 visitors per alumni ambassador) |

**Volunteering opportunity**
This role is for mature alumni to act as “meet and greet” ambassadors for prospective mature undergraduate students who are attending our University Open Days in June and September 2019. As an ambassador, you will meet the prospective mature student and act as a guide to make them feel welcome, answer questions and generally show them around.

**Who will suit this opportunity?**
Alumni who studied at Nottingham as a mature Undergraduate student, preferably within the last ten years.

**Date, time and expected number of volunteering hours**
*Dates:* June 28th and 29th/September 13th and 14th (University Open days)
*Time/volunteering hours:* The Open Days run from approximately 9.30am – 4.00pm, however you would only need to attend for approximately 1 – 2 hours during your chosen Open Day(s).

**The Role**
As University Open Days primarily cater to the needs of younger students, our mature visitors can sometimes feel left out. This volunteering role is designed to make mature student visitors feel more comfortable and therefore more encouraged to study at Nottingham by pairing them with alumni who have had a similar university experience. This will involve alumni spending roughly 1 – 2 hours with up to two mature student visitors, providing them with company, information and advice during their visit.

**Recruitment process**
If you would like to take part in this opportunity please apply here by Friday 31st May 2019 (for June Open Days) or by Friday 16th August 2019 for the September Open Days.

*Next steps:* Once we receive your application we’ll pass your details over to the task manager who will then contact you to confirm your availability for our Open Days in June and September. The task manager will also confirm who you will be looking after on the day(s), however this will be closer to the event time.

**Budget**
Parking permits will be provided by the Volunteering Team for all volunteers. Please notify us at least one week in advance of your event date to allow for postage.

Light refreshments will be provided by the task manager Teresa Flowers.