



IntoUniversity Volunteering Scheme

Role Description and Person Specification

Role title:	IntoUniversity Volunteer
Location of volunteering role:	One of the three IntoUniversity learning centres; University of Nottingham Campuses (optional)
Reporting to:	IntoUniversity Mentoring Coordinator / Centre Leader
Minimum Commitment:	At least one academic year, between 1 and 2 hours per fortnight (depending on role undertaken)

Summary of volunteering role:

The University of Nottingham works in partnership with **IntoUniversity** to raise the aspirations and attainment of local school children aged 7 to 18 in order to inspire and enable them to attain a place either a University place or another chose aspiration. Volunteers will fulfil one main role within the scheme. This will be either **Mentoring** – working one-to-one with a young person helping to raise their attainment, develop their social skills and raise their awareness of future opportunities or **Academic Support** – helping children with homework or guided educational activities. Volunteers will also have the opportunity to contribute to other activities that are part of the broader programme throughout the academic year. These will include various sessions and campus tours aimed at both primary and secondary aged children delivered both at **IntoUniversity** centres and at the University of Nottingham.

Specific roles and responsibilities:

<p>Mentor – This would be approximately for one hour once a fortnight between 3.30pm and 5.30pm in one of the IntoUniversity centres based in local communities.</p>	<ul style="list-style-type: none"> • To meet with a designated mentee on a regular basis at least twice per month for a 1-hour one-to-one mentoring session • To act as a positive role model to mentee • To help mentee with homework as required • To carry out other specific activities with mentee as guided by IntoUniversity staff e.g. cooking, producing copy for mentoring magazine or playing a relevant board game • To carry out any other mentoring related tasks as directed by IntoUniversity staff
<p>Academic Support Volunteer Tutor – This programme runs from 3.30pm to 5.30pm in one of the IntoUniversity centres based in local communities.</p>	<ul style="list-style-type: none"> • To work with individual children and small groups on academic tasks set by IntoUniversity staff as directed • To support children with homework/coursework that they bring to a session • To support children with study skills as required • To carry out any other academic support related tasks as directed by IntoUniversity staff

Additional Opportunities (optional)

Supporting the IntoUniversity FOCUS Programme	To have the opportunity to support the University of Nottingham and IntoUniversity staff in delivering other on-campus and in-centre primary and secondary activities as part of a broader programme of events.
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Person Specification

	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> • Current student at The University of Nottingham 	
Knowledge/Skills/ Training	<ul style="list-style-type: none"> • Excellent interpersonal and verbal communication skills • Excellent listening skills • Ability to work under own initiative • Ability to work as part of a team • High levels of spoken English 	<ul style="list-style-type: none"> • Knowledge of the British Education System • Knowledge of the Widening Participation agenda • Knowledge of the local community • Understanding of safeguarding and child protection issues
Experience	<ul style="list-style-type: none"> • Experience of interacting with a range of people in different situations 	<ul style="list-style-type: none"> • Experience of working with young people of any age from 7 to 18 • Experience of working with disadvantaged communities • Customer Service skills
Personal Qualities	<ul style="list-style-type: none"> • Demonstrates high levels of reliability and commitment • Extremely well organised • Approachable particularly to young people • Enthusiastic • Passionate about education and able to share this passion with others • Flexible 	
Other	<ul style="list-style-type: none"> • Volunteers must undertake a DBS (Disclosure and Barring Service) check through the University of Nottingham – this is standard safeguarding procedure 	