

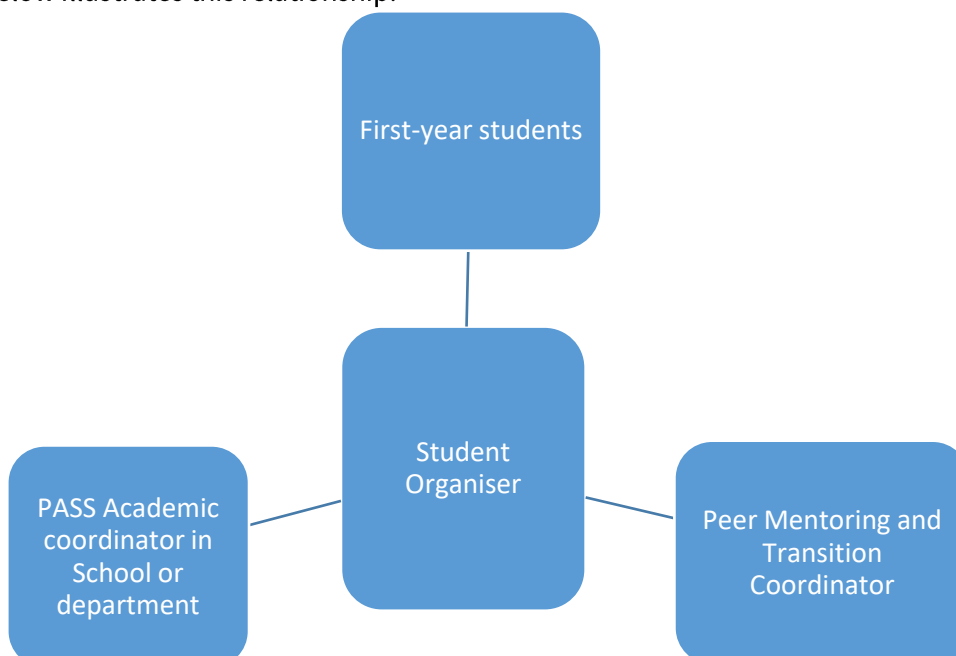
Job Profile

Person Specification

Job Details		
Job Title:	PASS Student Organiser	
School/Dept/Institute & Centre:	Marketing & Communications	
Reports to:	UK Student Recruitment and Widening Participation Team	
Grade:	Grade 1, SP4 - £10.93 per hour + 13% Holiday uplift	This role is flexible; work will be dependent on the time of year and number of PASS sessions ran by the academic school.
Appointment period:	6 month contract (renewable)	
Current Location:	QMUL campuses	

Job Context

PASS (Peer Assisted Study Support) is a course-based mentoring scheme, run by students for students. At PASS sessions, first-years are given the opportunity to explore their problems with higher-year students (mentors) in a friendly, informal environment, to help them settle in to university life, the school/department and their studies. At Queen Mary, the scheme is coordinated by the UK Student Recruitment and Widening Participation team in the Directorate of Marketing and Communications in partnership with academic departments. The student organisers are the key players as they form the central hub of communicating information between mentors, mentees and staff coordinators. The diagram below illustrates this relationship.



Job Purpose

The PASS Student Organiser position is an opportunity for current students to gain experience in working with Academic Schools and Student Support Services to support the transition and academic development of first year students within their School. PASS Student Organisers are the pivot of the PASS scheme and are the main contact point for their team of volunteer mentors, the academic

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coordinator in their school/department and the central Recruitment and Widening Participation team. The organisation, publicity, delivery and management of the volunteer mentors and PASS sessions lies primarily with the Student Organiser. They are supported by the Academic Coordinator in their school and the Peer Mentoring and Transition Coordinator in the Student Recruitment and Widening Participation department. Successful applicants will be self-motivated and have a passion for their subject and supporting others. Student Organisers will have evidence of and a willingness to develop communication, leadership and team work skills.

Main Duties & Responsibilities

- Lead and coordinate a team of volunteer mentors
- Attend PASS sessions as a mentor
- Liaise with school staff to identify and book rooms for the mentoring sessions and other meetings and events
- Effectively advertise session times throughout the school/department through posters and flyers, word-of-mouth, presentations in lectures, social media platforms, QMPlus etc.
- Record mentor and mentee attendance at all PASS mentoring sessions and submit weekly
- Support the Peer Mentoring and Transition Coordinator in collecting feedback and evaluation from students
- Trouble-shoot - identify challenges that may be preventing the scheme from working and work pro-actively and collaboratively with staff and students to solve problems
- Maintain regular communications - with the Peer Mentoring and Transition Coordinator and the Academic Coordinator
- Check emails regularly and respond efficiently
- Contribute to the PASS case studies and additional publicity as necessary
- Attend Central Team meetings every 6 weeks in term time
- Attend mentor and Student Organiser training sessions
- Effectively promote PASS through existing social media channels
- Work independently to designated deadlines

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

	Requirements	Essential / Desirable	How Assessed
Qualifications	Studying for a UG qualification at QMUL within one of the participating academic schools	E	A
	Achieved at least a 60% pass in first/second year exams	E	A
Knowledge, Skills and Experience	Experience of mentoring young people	D	A, I
	Experience of working in a team	E	A, I
	Friendly and empathetic when working with students (individually or in groups)	E	A, I
	Able to communicate appropriately with students of different backgrounds	E	A, I
	Able to listen attentively	E	I
	Articulate, reassuring and clear when speaking	E	I
	Flexible and willing to take part in variety of tasks required in the role, such as being part of the Web and Social Media team	E	A, I
	Dedicated, reliable and punctual	E	A, I
	Able to deal with potential conflict situations sensibly and with discretion and sensitivity	E	A, I
	Understanding of potential barriers/struggles faced by students in first year	E	A, I
	Enthusiasm for your subject and supporting others	E	A, I
	Proactive approach to exploring new avenues for publicity and delivery of sessions	E	A, I
	Able to meet the demands of the role alongside academic demands	E	A, I
	Able to engage with academics and student support staff for the benefit of the programme	E	A, I

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	Requirements	Essential / Desirable	How Assessed
	Making decisions for the successful implementation and delivery of the programme	E	A, I

Essential/Desirable:

E = Essential: Requirements without which the job could not be done.

D = Desirable: Requirements that would enable the candidate to perform the job well.

How Assessed:

A = Application

I = Interview

OM = Other Means (e.g. presentation, test, etc.)