

## **VOLUNTEERING AT THE STUDENTS' UNION**

### **ABOUT THE UNIVERSITY OF NORTHAMPTON STUDENTS' UNION**

The University of Northampton Students' Union is a member-led organisation with over 14,000 members, all students of the University of Northampton. It provides a wide range of services from retail and bar outlets to academic advice, from democratic activities to leisure time activities, free societies and free sports.

Our first priority is student representation and to ensure this we are entirely independent from the University, but we do work closely with them and have representatives on University Committees – our President even sits on the board of Governors. Our aim is to ensure our members have the best student experience possible and this is where our many volunteers come in.

### **YOUR ROLE AS A VOLUNTEER**

As a volunteer you will work for the Students' Union and be an ambassador for the organisation. Each volunteer role is integral to delivering a service to our members, and without volunteers the organisation would cease to exist.

As a result, we value our volunteers hugely. Whilst we do not reward our volunteers financially, we do put a structure in a round them to allow them to develop. Our mission as an organisation is ***“To Create ‘Confident’, ‘Aspirational’ and ‘Knowledgeable’ members who are ready for their next professional step”***

The role description below details what your duties are, as well as showing what skills you will develop and what training we will provide you with.

By working with your designated staff member, you will be able to succeed in your role and become a more confident, aspirational and knowledgeable volunteer. You will be able to evidence your progression, and upon graduating, make the professional progression you were seeking.

We wish you all the best in your role, and hope you enjoy working with us as much as we enjoy having you.



**Phil Sturgeon**  
**Chief Executive Officer**

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**University of Northampton Students' Union**

## **BUDDY MENTOR - ROLE DESCRIPTION**

<b>Term:</b>	1 Academic Year (1 <sup>st</sup> September- 30th June)
<b>Expected Commitment:</b>	5 hours per week (Term-time)
<b>Location:</b>	Various
<b>Designated Staff Member:</b>	Tom Carter, Heritage and Volunteer Coordinator
<b>Buddy President:</b>	Dominik Cpak

### **TRAINING**

Successful candidates will be required to undertake an induction with members of the Buddy Scheme Committee and SU staff. This will cover everything you need to know to be a Buddy; an introduction to the Union, how to go about your role, diversity training and how to access funding.

### **SKILLS/INTERESTS**

During your time in the role we expect that you will develop the following skills that will contribute towards your own personal development, volunteer hours and the Employability Plus award:

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|--|--|
| <input checked="" type="checkbox"/> Communication                    | <input checked="" type="checkbox"/> Team work                        |
| <input checked="" type="checkbox"/> Positive work ethic              | <input checked="" type="checkbox"/> Networking                       |
| <input checked="" type="checkbox"/> Organisation and action planning | <input type="checkbox"/> Problem-solving, analysis and investigation |
| <input type="checkbox"/> Self-management and reflective learning     | <input checked="" type="checkbox"/> Leadership                       |
| <input type="checkbox"/> Opportunity-recognition                     | <input type="checkbox"/> Influencing, persuading and negotiating     |

### **MAIN ACTIVITIES**

- Support and mentor up to 3 international students a term (totalling up to 6 in an academic year)
- Meet with each mentee on a 1-2-1 basis in public places.
- Email mentee before they arrive in Northampton and during their time here.
- Discuss with them how they are settling in, and guide/sign post them to support when needed. Ensure effective communication with them regarding all buddy events.
- Must submit reports for each 1-2-1 meeting that takes place

- Support the Buddy Scheme committee in organising and planning events, and recruiting for new Buddy Mentors.
- Actively take part in all Buddy events/activities
- Promote the Buddy Scheme during International Orientation and Fresher's Weeks; activities could include staffing stalls, induction presentations or handing out promotional materials.

### **COMMITMENT & LOCATION**

- This is a very flexible volunteer role; that enables you to fit your volunteering around your existing commitments and academic work. It provides a great deal of autonomy and opportunity for increasing responsibility. Typically, we would expect an average commitment of 3 hours per week; however this fluctuates over the year.
- You will need to notify the Buddy Scheme coordinator of when and where you are meeting your buddies.
- The role will take place in a location of your own and your international buddy's own choosing (providing it is a public place), however the resources of the Students' Union building are available for the International Buddy Scheme members. Talk to the committee or the Member Development Manager in order to make specific room booking requests on campus.

### **WHAT YOU'LL GET OUT OF IT**

- The opportunity to develop the skills outlined in the section above
- Access to a tailored training programme to support your development
- Recognition of your commitment through the University's Employability Plus Award
- Access to funding and resources to support your chosen student activity
- Sense of achievement of making a real difference to the lives of those who have moved to the UK to studying on campus
- The opportunity to work with many interesting people within our student community
- Able to draw on your experience and skills gained for future job applications and CV.

### **RECRUITMENT PROCESS**

Buddies are recruited through an application process throughout the year, and are expected to attend a compulsory 2 hour training. This training is used as part of the selection processes to see how you interact with other students. After the training if you were successful you will be formally invited to be a Buddy.

You can find out more details of the scheme and the recruitment process by contacting

- ☒ Tom Carter, Heritage & Volunteer Coordinator [su.volunteering@northampton.ac.uk](mailto:su.volunteering@northampton.ac.uk)
- ☒ Dominik Cpak, Buddy President [Buddies.Group@northampton.ac.uk](mailto:Buddies.Group@northampton.ac.uk)