UNITRACKS MENTOR JOB DESCRIPTION

POST TITLE: UniTracks Mentor

DEPARTMENT: Student Recruitment, Outreach and Admissions Service

SALARY: £8.26 per hour (plus £1 holiday pay).

COMMITMENT: Short listed candidates will be required to attend a compulsory assessment centre on **Tuesday 14 November from 5:00pm**

And will be required to undertake compulsory training on:
- **Saturday 2 December 2017 (all day)**
- **Online Mentoring Training - TBC**

CLOSING DATE
Complete the online application form by Wednesday 25 October 2017

About UniTracks
UniTracks is Warwick’s Outreach programme for highly able/gifted & talented 14-18 year olds. It aims are:
- To help the participants realise their potential and discover hidden talents through different projects and challenges
- To help them work towards improving their academic grades
- To enable the participants to develop the skills that universities & future employers look for

About the Role
The UniTracks Mentor is a new role and will involve a mix of online mentoring and face-to-face event support. Applicants can indicate on the application form which year group/projects they would like to work on and if they have capacity to support more than one.

- **Year 10 - Group Project Support – either the Big Deal (with WBS) or Shooting the Past (with History and Film/Television Studies)**
  - The main event for participants in Year 10 is taking part in a group project during the spring term. The participants have a choice of either the Big Deal Business Enterprise Challenge or Shooting the Past
  - As a mentor, you will be required to attend the launch event (**12/13 January for both projects**) and work with a school team over the course of the 2 days to get them started with their project
  - After the launch, you will be required to support your team via the online platform, checking in with them at least once a week until the end of the 10 weeks
  - Attend the final event as part of the challenge (end of March, exact date TBC)

- **Year 11 – GCSE Revision Bootcamp Support – 5-7 April**
  - A 2-night, 3-day residential event to support participants academic attainment
  - Provide pastoral support to a group of participants over the course of the event, including overnight
  - After the event, provide follow-up revision support via an online platform till June (signing in once a week)

- **Year 12 – E Mentoring Project (roughly February – June 2018)**
  This project aims to inform young people about higher education and support them in decisions about their future. This is done by providing young people with a mentor and role model, who can chat to
them about life at university and different education and carer pathways. Mentees and mentor will discuss university life, the application process, careers and goal setting.
  - You will be matched with students in year 12 and communicate with them once per week using a safe and secure online mentoring platform.
  - You can exchange messages, share resources and information, and complete activities.
  - Using your personal experience, knowledge and skills, you can support a young person to achieve their potential.

What are the benefits for you?
- Develop mentoring skills
- Improve your communication skills
- Gain experience of working with young people
- An opportunity to use your skills and experience to inspire others and improve our community

JOB ROLE:
- To provide consistent, constructive support, information and guidance to a group of UniTracks participants
- To establish a rapport with your group of mentees and the wider group of students and staff
- To focus on the whole group of mentees, not one or more willing participants
- Assisting the Programme Manager with some aspects of event management and delivery
- To be a role model for students and contribute to raising the confidence, self-esteem and aspirations of mentees.

RESPONSIBILITIES OF A UNITRACKS MENTOR:
- Undertake an enhanced Disclosure and Barring Service (DBS) check (cost covered by Student Progression Team).
- To adhere to child protection guidelines as set out in training and assessment sessions
- To act in a professional and safe manner whilst on campus in accordance with the code of conduct set out in the training and assessment sessions
- To commit to the duration of the projects
- To work closely with and communicate effectively with the Programme Manager

PERSON SPECIFICATION
The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

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<tr>
<th>REQUIREMENTS</th>
<th>ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS</th>
<th>MEASURED BY:</th>
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<tbody>
<tr>
<td>The postholder must be able to demonstrate:</td>
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<td>Be a current student at the University of Warwick, and eligible to work in the UK.</td>
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<td>Be committed to the aims of widening participation, raising awareness and aspiration for higher education</td>
<td>E</td>
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<td>Excellent time management and organisational skills</td>
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<td>An enthusiasm for higher education and the ability to explain the benefits of higher education to a small group of young people</td>
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<td>Evidence of team working skills and taking initiative</td>
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<td>Excellent communication and interpersonal skills</td>
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<td>Availability to attend the training sessions and the events for the Year Group applied for</td>
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<td>Experience of working with young people, or mentoring</td>
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