

EXPERIENCE WARWICK MENTORS

JOB DESCRIPTION

POST TITLE	Experience Warwick Mentors
DEPARTMENT	Widening Participation and Outreach Team (Student Recruitment, Outreach and Admissions Service)
SALARY	£9.50 per hour (plus £1.15 holiday pay)

Mentors are paid for 3 hours per mentoring session to include session delivery time and travel time. All compulsory training sessions and optional campus visit days are paid on the hourly rate above.

COMPULSORY DATES

All shortlisted candidates will be invited to a Selection Event and will be asked to attend compulsory training. The date for the selection event is fixed and if you are unable to attend we will not be able to consider your application this year.

Selection Event: Tuesday 30th November 2021 (Evening)

Mentoring sessions in schools are all delivered during Term Two. Successful candidates will be asked for their availability in order to be matched with a suitable school placement. Should you be successful in your application, we will do everything we can to match your availability with a school. If this proves to be impossible, with your permission, we will note down your details and contact you about any additional, alternative opportunities to support local schools (see 'Additional Opportunities' below).

COVID-19 RISK ASSESSMENT

Mentoring sessions will be delivered in a small number of local schools in Coventry and Leamington. Please ensure you are comfortable with the prospect of working in-school with Year 8 and 9 students (aged 12-13 and 13-14) in the current climate. WP Staff will ensure that risks are appropriately managed and assessed prior to mentoring sessions taking place and Mentors will be required to comply with school Covid-19 risk assessments (which could include taking lateral flow tests before sessions). If the current climate changes, the team will look to offer a digital alternative.

As a mentor, you will be part of the Warwick Welcome Service, our team of enthusiastic Student Ambassadors who are the 'face of Warwick' to prospective students. You will have access to a wide range of additional work opportunities and develop your interpersonal and customer service skills. As part of this, you will be expected to work on the Open Days during this academic year.

ABOUT EXPERIENCE WARWICK MENTORING

Experience Warwick Mentoring places University of Warwick Mentors in local schools. This programme has run successfully over a number of years and, after a pause in delivery due to the pandemic, we are now in a position to offer this project to two local secondary schools in Coventry and Leamington.

Mentors work with the same small group of Year 8 (age 12-13) and/or Year 9 (age 13-14) pupils to design and deliver a variety of interactive and engaging group mentoring sessions. The programme works specifically with pupils who may not be from a background that traditionally goes to university.

The programme aims to:

- Support the aspirations of young people and raise their expectations about what they can achieve in the future.
- Encourage young people to think about their futures and support them to make informed choices.
- Support young people to develop their confidence and resilience.
- Provide a positive experience of higher education.

At the end of the programme, we hope to be able to invite pupils to a campus visit at the University of Warwick.

JOB ROLE

Experience Warwick Mentors are expected to:

- Attend initial training and regular meetings with the Widening Participation Team.
- Travel independently to your school placement.
- Plan and prepare lesson plans and activity resources for in-school sessions.
- Deliver a number of interactive mentoring sessions in-school.
- Engage positively with a small group of students.
- Support end of programme campus visit days (where possible).

RESPONSIBILITIES OF A EXPERIENCE WARWICK MENTOR:

Typical responsibilities include:

- Undertaking an enhanced Disclosure and Barring Service (DBS) check (cost covered by Widening Participation and Outreach Team).
- Acting in a professional and safe manner whilst in-school, in accordance with the code of conduct, school risk assessments and information provided in training sessions.
- Representing the University of Warwick professionally and adhering to child protection guidelines in accordance with a code of conduct and school safeguarding policies.
- Working closely with and communicate effectively with the Widening Participation Team.
- Maintaining clear records and submit payment documents for all sessions completed.
- Being punctual and timely throughout the project in accordance with a code of conduct.

MENTOR DEVELOPMENT

All Experience Warwick Mentors will be encouraged to broaden their development during the programme. Training and support will be provided by the Widening Participation Team throughout and Mentors will be encouraged to create a peer support network. By taking part, Experience Warwick Mentors will have the opportunity to:

- Be an inspiration to young people
- Discover your passions and learn more about yourself
- Work flexible hours around your studies
- Develop your leadership skills, empathy, resilience, compassion and more
- Meet new people

CLOSING DATE

If you're interested, please read the Person Specification below, check the key dates and complete the online application form by **12pm on Wednesday 24th November.**

ADDITIONAL OPPORTUNITIES

In addition to the role outlined above, Experience Warwick Mentors may also be offered other opportunities to work with local schools in Coventry and Warwickshire. These opportunities will be communicated to Mentors on an ad hoc basis and will be paid on the rate outlined above.

PERSON SPECIFICATION

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

REQUIREMENTS The postholder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS	MEASURED BY: A) Application Form B) Training Assessment
Be a current student at the University of Warwick	E	A
Be committed to the aims of widening participation, raising awareness and aspiration for higher education	E	A, B
Excellent time management and organisational skills	E	B
Evidence of team working skills and taking initiative	E	A, B
Excellent communication and interpersonal skills	E	A, B
Ability to work independently	E	A, B
Excellent presentation skills and the ability to adapt communication to suit a younger audience	E	A, B
Experience of working with young people, or mentoring	D	A, B
Experience of Widening Participation activities	D	A, B