

## UNITRACKS MENTORS JOB DESCRIPTION

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| <b>POST TITLE</b> | UniTracks Mentor   |
| <b>DEPARTMENT</b> | Widening Participation and Outreach Team<br>(Student Recruitment, Outreach and Admissions Service) |
| <b>SALARY</b>     | £9.50 per hour (plus £1.15 holiday pay)  |

All compulsory training sessions and campus events 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 30<sup>th</sup> November 2021 (Evening)

### COVID-19 RISK ASSESSMENT

UniTracks will have a mix of in-person, on-campus events complemented by virtual events in between. Please ensure you are comfortable with the prospect of working with groups of pupils from different schools in the current climate. WP Staff will ensure that risks are appropriately managed and assessed, and should the current situation change, the team will look to offer a fully-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 UniTracks

UniTracks has been revamped over the last 18-months and given a new focus on Arts and Humanities based subjects. The 4-year outreach programme for students from year 8 to year 11 aims to:

- Break down any perceived barriers young people may have about accessing Higher Education (HE) and about Arts and Humanities based subjects.
- Stretch and challenge the young people academically
- Encourage young people to apply for, and be successful, in gaining a place at a leading a research-intensive university.

In 2021, we will be recruiting pupils from Year 8 and Year 10 to join the new version of UniTracks.

### About the Mentor Role

Mentors are an invaluable part of our work and do make a real difference! As a UniTracks Mentor, you would have a number of different opportunities over the course of the year.

## **UniTracks Programme specific information:**

### **Year 8: Explore**

#### *WHAT IS UNIVERSITY LIFE REALLY LIKE?*

*This year is to help the participants understand what it's like to be a university student. There will be 3-4 on-campus events from January to May, complemented by digital activity and support. **Provisional** campus dates are:*

*Saturday 22 January; Saturday 12 March; Saturday 14 May; Saturday 11 June (NB: all dates subject to change)*

### **Year 10: Equip**

#### *WHAT CAN I ACHIEVE? WHY SHOULD I GO TO UNIVERSITY?*

*Year 10 will have a mix of digital and on campus events. The main focus of the year will be a 10-week academic-style research project, around a theme of 'misinformation', helping the participants to develop their critical thinking skills. Provisional dates are as follows:*

*On campus: Saturday 29 January; Saturday 12 February; Saturday 26 March; Saturday 7 OR 21 May (Final Showcase Event)*

*Virtual Events: Tuesday 22 February; w/c 7 March; w/c 26 April.*

## **RESPONSIBILITIES OF A UNITRACKS MENTOR:**

- Undertake an enhanced Disclosure and Barring Service (DBS) check (cost covered by the WP & Outreach Team).
- Act in a professional and safe manner whilst on campus and online, in accordance with the code of conduct and all information provided in training sessions
- Represent the University of Warwick professionally and to adhere to child protection guidelines in accordance with the code of conduct.
- Working closely with and communicating effectively with the Widening Participation Team.
- Being punctual and timely throughout the project in accordance with a code of conduct.

## **MENTOR DEVELOPMENT**

All UniTracks Mentors will be encouraged to broaden their development during the programme. Training and support will be provided by the Outreach Team throughout, and mentors will be encouraged to create a peer support network. By taking part, UniTracks 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 24<sup>th</sup> November.**

## PERSON SPECIFICATION

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

| <b>REQUIREMENTS</b><br><i>The post holder must be able to demonstrate:</i>   | <b>ESSENTIAL (E) or<br/>DESIRABLE (D)<br/>REQUIREMENTS</b> | <b>MEASURED<br/>BY:</b><br><i>A: Application Form<br/>B: Training Assessment</i> |
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| <i>Be a current student at the University of Warwick, eligible to work in the UK.</i>  | E  | A  |
| <i>Excellent oral and written communication skills</i>   | E  | A, B   |
| <i>Enthusiasm for higher education and the ability to explain the benefits of higher education to a younger audience</i>     | E  | A, B   |
| <i>Evidence of team working skills and taking initiative</i>   | E  | A, B   |
| <i>Excellent interpersonal skills</i>  | E  | A, B   |
| <i>Enthusiasm for working with young people and resilience/empathy in responding to challenges the young people may face</i> | E  | A, B   |
| <i>Availability to attend the training sessions and to work at the dates listed for the programme</i>                        | E  | A, B   |
| <i>A current or former student from the Faculty of Arts</i>  | D  | A  |
| <i>An awareness of barriers to progression to higher education</i>   | D  | A, B   |
| <i>Experience of working with young people, or mentoring</i>   | D  | A, B   |
| <i>Experience of Widening Participation activities</i>   | D  | A, B   |