

Job Description & Person Specification

Job Title	Lead Peer Mentor
Location	University of Leicester Students' Union, LE1 7RH
Contract Type	Casual
Salary	£8.21 per hour (subject to annual increase)
Hours	This is an opportunity where Ad Hoc hours will be available, rather than a set amount of hours per week. Maximum of 15 hours per week.
Reports To	Support and development Manager
Role Purpose	<ul style="list-style-type: none"> • To promote the Peer Mentoring Scheme. • To support the Peer Mentors & Mentees in each department • Coordinate and deliver events

Welcome to Peer Mentoring!

Lead Mentors engage with other students to promote the Peer Mentoring scheme, which was set up in partnership with the University of Leicester in 2016/17. The scheme aims to ease the transition of new students as they join us in their first year. As a Lead Mentor you will be passionate about Peer Mentoring and able to connect with others.

There will be a Lead Peer Mentor in each department, in larger departments we will have more than one Lead Mentor to share the responsibilities. You will be there to support the Mentors & Mentees in their department and help them with any issues.

You will be working from the Students' Union and seen as an integral part of their output to their diverse membership. The Union's mission is to ensure that the student experience at the University of Leicester is the best it can possibly be. We support over 1500 student leaders including student group committee members, course representatives, Union Council members and the Executive Officers. We campaign about issues that matter to our members, we care about their safety and welfare and we help to boost their employability.

Main Duties and Responsibilities

The post-holder will:

- Create, organise, run and evaluate an event(s) for the Mentors and Mentees in their department.
- Act as an ambassador for the scheme when dealing with the University and Union
- Promote the positive nature of the scheme to ensure people are fully aware of how it operates and what it does.
- Provide an additional level of support and signposting to all 19/20 Mentors & Mentees.

- Assist in administration duties required to successfully deliver the scheme.
- Answer or forward any email enquiries from the Mentors in their department.
- Staff stalls in the Union on Open days, visit days, Fresh Fair and other events to promote the scheme and sign up new mentors.
- Assist in the training of Peer Mentors.
- Carry out promotional work including lecture shout outs and supervision of promotional stalls in and around the University and Union.
- Provide generalist support for event planning to include Calling Campaign, Welcome Week, Freshers, Re-Freshers, Meet Your Mentor as well as larger scale community events.
- Liaise with academic staff, Union staff and invested stakeholders to ensure the scheme is working effectively and our Mentees are receiving the appropriate support.
- Engage with all students, including prospective students at events such as Open days.

Health and Safety

The post-holder will:

- Be aware of, and at all times comply with, all relevant policies and procedures and all relevant statutory responsibilities including fire safety arrangements, Health and Safety issues including moving and handling, COSHH regulations, etc.

General

The post-holder will:

- Complete all role specific and additional training required as set out by the Support & Development Team
- Be required at all times to develop and maintain positive working relationships with colleagues, students, contractors, external stakeholders and all other individuals they come into contact with in the course of their duties.
- Maintain at all times any confidential or sensitive information they are privy to in the course of their duties which must not be shared with any unauthorised person unless expressly permitted to do so.
- Conform at all times to LSU Policies and Procedures with close attention being paid to Equal Opportunities and Equality & Diversity.
- Be flexible and adaptable where necessary in order to meet the ongoing service needs of LSU.
- Carry out any other reasonable duty requested of them as appropriate within the parameter of their role.

Person Specification

Job Title: Lead Peer Mentor

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Description	Essential	Desirable	Assessment
Experience			
Of working within a customer facing environment.	X		A/I
Of peer mentoring or supporting fellow students.	X		A/I
Of building and maintaining professional working relationships		X	A/I
Of delivering training & events to fellow students		X	A/I
Knowledge			
Of working with a wide range of people from different backgrounds with differing needs and requirements	X		A/I
Understanding of peer mentors and how they operate within the University and Union environment.	X		A/I
Skills & Abilities			
Excellent verbal and written communication skills, with the ability to relate to people at all levels	X		A/I
Excellent organisational skills, including coordinating events.		X	A/I
Ability to work under own initiative and understand the limitations of the role	X		A/I
Values & Behaviors			
Willingness and ability to support the values of the Peer Mentoring Scheme.	X		A/I
Enjoyment of working with, and understanding of students and a commitment to supporting a democratic and student-led environment	X		A/I
Evidence of reliability and trustworthiness	X		A/I
A willing team player with a positive attitude towards change	X		A/I

*Assessment will take place with reference to the following information

A=Application form I=Interview T=Test C=Certificate

The details given in this job description reflect the main duties and responsibilities of this post at time of writing. It should be noted however, that over a period of time, and as circumstances change, these duties and responsibilities might be required to change. It is therefore anticipated that from time to time this job description may be reviewed with the post holder.