



Job Description:

Student Volunteers (Events & Activities Support)

Reports to: Beds SU staff/elected Officers

Location: all campuses/online

Contract: volunteer

Hours of work: maximum 20 hours per week

Overall Purpose:

Each year, our team of student volunteers help to give new and returning students a friendly and reassuring welcome in the first few days and weeks at University. Whether you are hosting a meet and greet, giving directions around campus, or generally answering queries about the local area, you will provide a warm welcome and be an excellent ambassador for Beds SU.

Student Volunteers may work in teams, individually, or alongside staff to promote Beds SU's services and deliver events. Being alert to problems that students commonly experience, you will provide signposts to help students get the help they need as swiftly as possible. Full training will be provided to help you along the way, but some understanding of the services the University and Students' Union offers will be helpful.

Student Volunteers in many cases will be helping Beds SU to provide activities on the ground at different campuses; however, there are also options to work remotely/online. Online activities might include hosting an online event, or just be willing to take email queries from students. Either way, you will provide the same warm welcome to students, however you meet them.

Beds SU has a diverse membership and as such we are looking for a diverse group of volunteers to ensure that every student receives an excellent welcome and feels at home with Beds SU. Think your experience is different from the "average student"? We especially want to hear from you.

This is a great opportunity for first time volunteers: if you've never volunteered before, this whistle-stop tour of what it's like to volunteer for Beds SU, with no further commitment required if you do not wish too. For those of you who love it, we will have other opportunities over the course of the year to help you clock up those volunteering hours and develop your essential career skills further.

In order to apply, you must be:

- a current student at the University of Bedfordshire (any UK campus)

- available for mandatory training 16th AND 17th September 2022
- available for shifts 17th – 24th September 2022, daytime and evening available (additional shifts in Welcome week 2 are optional)

Duties & responsibilities may include (depending on your campus location):

- Greeting students/parents
- Organising and/or delivering engaging events and activities for student's
- Directing students around campuses and providing local information
- Hosting information points for students to come back to throughout the day/week
- Explaining the Welcome Week schedule and encouraging all to try something out
- Supporting befriending conversations (i.e. helping new students get to know each other, getting past the awkward silence)
- Signposting students to other services for support
- Replying to email queries swiftly and succinctly (online only)
- Attending evening events to ensure no student is left without someone to talk to (Luton & Bedford only)
- Setting up for/packing down from Freshers Fairs (Luton & Bedford only)

What's in it for me?

- Build confidence
- Meet new people
- Evidence your skills: communication, team work, time management
- Full training (+ lunch provided on training days)
- Refreshments provided for shifts on campus
- Free entry to Welcome Week events
- Free 'Student Volunteer' t-shirt
- Spot prizes for outstanding volunteer practice
- Log these hours with UoB Careers & Employability to start your progress towards a volunteer award (we'll also sign off hours for other schemes you might be a part of)

APPLY NOW