**Role description for PASS student organiser**

***Where do you fit in to PASS?***

You are the pivot of the whole scheme as you are the main contact point for:

* your team of volunteer mentors
* the academic coordinator in your school/department
* the overall Peer Mentoring Coordinator (in Widening Participation team within Directorate of Marketing and Communications)

***Essential qualities***

* + - * being proactive – finding ways to spread information and enthusiasm about PASS sessions among first-years in your department
      * being supportive and encouraging to your mentor team
      * being efficient and regular about checking emails, collecting attendance statistics etc

***Duties***

* + - * *lead your PASS mentor team* – coordinate and lead regular PASS check-in meetings for mentors within the school/department (how you do this, and the level of formality, is up to you)
      * *logistics* – book rooms for PASS sessions and meetings (in liaison with your school/dept) and advertise session times throughout the school/department through posters and flyers (WP and/or you School can help with this), word-of-mouth, presentations in lectures etc
      * *collect evidence and evaluation* – take responsibility for making sure the mentees and mentors are recorded on a sign-in sheet **every** session.  At the end of Semester A and Semester B, collate the attendance information on a spreadsheet. Email the Peer Mentoring Coordinator and your academic coordinator a spreadsheet with attendance data for PASS sessions at the end of Semester A and again at the end of Semester B.  The spreadsheet must have the following fields: *Date of session; Name and email address of mentees; Mentees’ comments (when any); Mentors present; Mentors’ comments.*  At the end of Semester A, a random sample of mentees will be asked by the WP Monitoring and Evaluation Officer to fill in a brief (anonymous) online questionnaire and feedback on this will be shared to improve Semester B.
      * *trouble-shoot* - identify challenges and roadblocks that may be preventing the scheme from working and suggest and implement possible solutions. Never hesitate to contact the Peer Mentoring Coordinator or your academic coordinator with any queries or concerns
      * *maintain regular communications* - with the Peer Mentoring Coordinator and with your academic coordinator to obtain information about suggested activities/problems to be discussed during PASS sessions and share this information with PASS mentors. Check emails regularly and look out for the PASS Weekly Email from the Peer Mentoring Coordinator (usually on a Tuesday), to which you will be expected to respond when requested
      * *attend* all Central Team (Peer Mentoring Coordinator and PASS student organisers)meetingsand full mentor meetings

***Pay*** *-* £9.40 per hour (plus 13% to cover holiday pay) to agreed limit (contract issued), paid by Widening Participation. NB timesheets to be itemised and submitted regularly to Widening Participation Coordinator in Queens’ Building, Room CB110.

**Application for PASS student organiser**

Name:

Course:

Year of study:

Name of academic advisor:

Email of academic advisor:

1) Have you been to a PASS session before?

If yes, what would you do differently at PASS if you were to become organizer? How do you think we can improve PASS this year?

If not, what were your reasons? How do you think we can increase the publicity of PASS and make it bigger and better this year?

2) Do you have any particular experiences or qualities that you think make you particularly suited to this role?

3) We want student organizers and mentors to benefit just as much as mentees, so are there any particular skills that you would like to gain from being an organizer this year?