

JOB DESCRIPTION

Job Title:	Peer Mentor	Responsible to:	Peer Mentor Coordinator
Salary:	Approximately 5 hours per week. £11.44 an hour	Responsible for:	Allocated Peer Mentees
Start date:	September 2024	End date:	May 2025
Location:	Flexible on College Lane and/or DeHavilland campus		
Liaison with other personnel:	You will report to the Peer Mentor Coordinator, work closely with appropriate staff in your school of study as well as building strong connections with other Peer Mentors.		
Purpose:	To share experiences of student life and on-campus support to help new students adjust to life at the University of Hertfordshire.		
The Role:	The role of a peer mentor is to be positive, supportive, and welcoming to encourage first year students to become involved in campus life and develop their own support networks. You will receive thorough training so that you can be a point of contact for questions about university life. You'll listen and discuss any relevant issues or problems and refer them on to other sources of help or information. Mentors act as positive role models, build up a strong, trusting relationship and supplement other support available.		

Vision: Our vision at Herts SU is to help students love life at Herts. The Peer Mentoring Scheme is a core part of our vision, and the role of Peer Mentor is essential in bringing this vision to life, by empowering and engaging students at the Uni of Herts.

Values: We are a truly values-led organisation. As such, we're looking for someone who lives our everyday values of being Helpful, Empowering, Representative, Transparent and Student-Focused. We encourage our team to have fun at work whilst never losing sight of our vision.

Service Excellence: We go above and beyond for our students and each other – we're committed to providing excellent service across the board and we support each other to prioritise this every day.

Equality and Diversity Commitment

Hertfordshire Students' Union is committed to diversity and inclusion amongst its staff, reflecting the communities it serves. We welcome applications from Black, Asian and ethnic minority backgrounds, as they are currently underrepresented within the Union's professional staff team. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Key Role Requirements

Main Duties and Responsibilities

Supporting mentees

- Maintain regular contact with a small group of first year students.
- Encourage mentees to make the most of opportunities to meet one another, become involved in campus life and develop their own support networks.
- Be available to meet with mentees in a group or individual setting, during term time.
- Maintain confidentiality where appropriate.
- To always promote a positive image of the University and to role model positive student behaviour.

Teamwork

- Maintain good communication with the SU, responding to them in a timely manner when asked for an update and informing them of any issues promptly and appropriately.
- Maintain contact with the Peer Mentor Coordinator, reading all emails promptly and responding in a timely manner where appropriate.

Signposting to services

- To use provided and found resources to promote and exhibit independent problem solving and resilience.
- Advise and/or signpost mentees to appropriate sources of advice and information when required.

Training

- To complete mandatory training sessions.
- To actively apply training content throughout your time in post.

PERSON SPECIFICATION	Application / Interview
A 2 nd year undergraduate University of Hertfordshire student.	A/I
Ability to work with a wide range of people from different backgrounds and cultures.	A/I
Excellent written and verbal communication skills, with the ability to communicate at all levels	A/I
An enthusiastic, positive, and proactive team player that can overcome problems in a constructive way	A/I
Self-motivated and self-reliant	A/I
Punctual, organised, and professional	A/I
Facilitative of others' ideas and non-judgemental	A/I
Commitment to Equal Opportunities and understanding of its relevance to Students' Unions	A/I
Ability to work in a sustainable and environmentally friendly way.	A/I
Experience of supporting students/others.	A/I
Experience of supporting students in a higher/further education environment	A/I
Be in good academic standing with the University of Hertfordshire.	A

Please note that the assessment center for these roles will take place on Tuesday 16th July 2024.