

Job Title	Peer Assisted Learning Coordinator
Reporting to	Student Voice Manager
Place of work	Kedleston Road (with regular travel to other sites when required)
Hours of work	37 hours per week
Starting salary	£21,985 (subject to TAX, NI and if applicable pension contributions)

The Union of Students is looking for a full time Peer Assisted Learning (PAL) Coordinator to grow, develop, support and shape the Union's PAL scheme.

Our PAL scheme involves students in second year who become paid PAL Leaders. They then run a Microsoft Teams site and live sessions to aid first/ foundation year students' understanding of academic topics. We have one PAL Leader per academic discipline, which results in us employing around 35 PAL Leaders each academic year, who can complete a maximum of 4 hours work each per week.

As our PAL Coordinator, you would be the PAL Leaders' supervisor and their first point of contact. You would recruit, train and support them throughout the year, including checking that they have completed work before signing off their timesheets. You will also have support with the day-to-day tasks from a PAL Assistant, who is a current student working part-time alongside their studies.

As a supervisor of PAL Leaders, you will have some disciplinary responsibility, although you will have support from the Student Voice Manager in any more serious incidences of misconduct.

Our successful candidate must have the ability to develop effective working relationships with students across the institution and with academic colleagues.

It is an exciting time to join us as we recently welcomed a new CEO we will also be launching our new strategic plan in the coming academic year. We are dedicated to providing transformational opportunities to students at the University of Derby to help them make the most of their University experience and to prepare them for success following their degree.

If you think you have what it takes to support and grow our scheme, and can demonstrate an ability to embrace our values and support the Union to transform the student experience at Derby, we would welcome your application.

To download the recruitment pack please refer to our website - <http://www.derbyunion.co.uk/jobs>

Key dates

Application close: Midnight on Sunday 21st August 2022

Interviews will be held on: Tuesday 30th August 2022 at Kedleston Road, Derby, DE22 1GB

Start date: Ideally to commence as soon as possible following a successful interview

We will advise all applicants whether or not they have been selected for an interview. Those selected for an interview will be informed no later than: Tuesday 23rd August 2022

If you would like an informal chat about the role please contact Stephanie Groves, Student Voice Manager – stephanie.groves@derbyunion.co.uk

The Union encourages enquiries from everyone and value diversity for our employees. We are willing to consider flexible arrangements around the needs of the business and champion equal opportunities, equality and dignity in the workplace.

Purpose of Role

To lead the delivery of the Peer Assisted Learning Scheme for the Union of Students. To supervise all Peer Assisted Learning Leaders alongside the Peer Assisted Learning Assistant and be the first point of contact for the scheme.

DUTIES

- To recruit a team of Peer Assisted Learning Leaders who will be responsible for supporting students across their subject area(s).
- To organise and lead the training and development of all Peer Assisted Learning Leaders across the University ensuring the development of tangible transferable skills.
- To ensure that Peer Assisted Learning Leaders are clear on the boundaries of their role and actively signpost students to the correct sources of support.
- To monitor and develop the skills of Peer Assisted Learning Leaders, maintaining regular communication throughout the academic calendar.
- Provide an engaging peer network for Peer Assisted Learning Leaders, supported by regular communication and interaction.
- To promote awareness of the Peer Assisted Learning Scheme to staff and students at the University of Derby using internal and external platforms.
- To support Peer Assisted Learning Leaders in the creation of a positive learning community that encourages a discipline-level identity.
- To support Peer Assisted Learning leaders in hosting learning sessions (live and/or online) for students around a relevant subject.
- To work with Peer Assisted Learning Leaders and their academic liaisons to create informative and engaging materials to support students in their transition and learning.
- Ensure that Peer Assisted Learning Leaders are recognised and rewarded for their work and that excellence is acknowledged for both Leaders and Academic Liaisons through appropriate internal and external award nominations.
- To plan and coordinate the collection of feedback and engagement data on the Peer Assistant Learning scheme.
- To support the continual review of Peer Assisted Learning to ensure the impact of the scheme meets agreed objectives, putting forward evidence-based ideas for improvements to Peer Assisted Learning.
- Produce regular data-led reports on Peer Assisted Learning to be shared with stakeholders.
- To act as the Union's representative on the nation-wide Peer Assisted Learning Network to share and collate best practice ideas for improvement and innovation.
- To seek and submit nominations for scheme-level recognition and inclusion at learning festivals, conferences and national award schemes.
- To support with the successful running of the Student Voice team's awards evening – The Education Awards – in May of each year.

WORKING RELATIONSHIPS

- To develop effective, mentor relationships with Peer Assisted Learning Leaders across the institution.
- To maintain effective relationships with Academic Liaisons and support students in working with them.

- To help develop a comprehensive structure of positive and productive relationships with university staff (including those in colleges and relevant support services) to fully support the scheme
- To directly supervise Peer Assisted Learning Leaders under the management of the Student Voice & Development Manager.
- Work closely with the other Coordinators in the Student Voice team to ensure Peer Assisted Learning and Student Representation complement each other.
- Work with coordinators across the Union to ensure the Peer Assisted Learning Scheme is fully embedded in Union activity and best practice can be shared in and out of the scheme.
- Work closely with the Officer trustees to help ensure the student voice has an impact on the scheme at the highest level.

RESPONSIBILITIES

The principle role and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.

GENERAL

All Union employees are expected to work within the ethos of the Union and strive to achieve the following:

1. To work at all times within relevant legislation as well as structures, policies and procedures.
2. To work co-operatively with other Union staff and officers, as well as relevant external organisations.
3. To adhere to the highest standards, especially of customer service and safety.
4. To seek to continually develop and improve Union facilities and services.
5. To keep up-to-date with sector developments, local competition and students views/needs, where necessary undertaking market research to generate such information.
6. To undertake necessary training and to attend all meetings as requested.
7. To promote a positive and professional image of the Union to its members, customers, stakeholders and other external people.
8. To positively contribute to the organisation's ethical & environmental ethos of best practice.
9. To become a 'team champion' for one of the Union working groups (Equality, Diversity & Inclusion, Sustainable Development or Mental Health)
10. To perform any other additional reasonable duties as deemed appropriate.

Staff are required to have a Personal Development Plan and to participate in training, meetings or conferences considered relevant to their job.

Staff must carry out their duties with full regard to the rules policies and procedures and conditions of service contained in the staff information guide.

A condition of the employment is that all staff are expected to assist in key events throughout the year e.g. Welcome, Elections and any other key events if necessary. Staff are expected to portray a positive image both internally and externally of the Union by displaying standards of service integrity, punctuality, politeness, and professionalism.

This list is not exhaustive and is a general indication - the role holder will be expected to complete any reasonable task requested of them.

Person specification for the Peer Assisted Learning Coordinator:

Criteria	Requirement	Method of assessment		
		A	I	P/T
Qualifications				
Good general education, typically to the Higher/A level equivalent	Essential	✓		
University/College Degree	Essential	✓		
Volunteer Management Qualification	Desirable	✓		
'Train the Trainer' or equivalent Qualification	Desirable	✓		
Experience				
Experience of working within a peer-led learning scheme	Desirable	✓	✓	
Experience of creating and delivering training and development activity	Essential	✓	✓	✓
Experience of working with administration systems and databases	Essential	✓		
Demonstrable experience of working effectively on own initiative	Essential		✓	
Experience analysing data to establish trends and inform reports	Essential	✓		
Experience of writing internal reports for senior colleagues	Essential	✓		
Experience of writing external reports for publication	Desirable	✓		
Experience of coordinating projects	Essential	✓	✓	
Experience of working with volunteers in a democratically led and/or voluntary sector or of working in Higher Education	Desirable	✓	✓	
Experience of volunteering and/or community based work	Desirable	✓	✓	
Skills, Knowledge and Expertise				
Understanding of current policy and themes in Higher Education, Further Education and Students' Unions within the UK particularly in relation to peer-led learning schemes	Essential	✓	✓	
Understanding of peer-led learning schemes across the Higher Education sector	Essential	✓	✓	
Knowledge of current relevant legislation, for example the 1994 Education Act	Desirable	✓	✓	
Able to understand working with, and alongside, a complex external organisation	Essential	✓	✓	
Self-motivated and self-reliant and able to overcome challenges	Essential		✓	
Skilled in researching and interpreting policy related to the area of work	Essential		✓	
IT competent with a working understanding of Microsoft Office	Essential	✓		
Exceptional interpersonal and communication skills (written and oral)	Essential	✓	✓	
Able to create and maintain strong working relationships	Essential		✓	

with key stakeholders and staff				
Able to lead, empower and engage others in shaping the future	Desirable		✓	
Skilled in time management–able to meet deadlines and cope with varying workloads	Essential	✓	✓	
Able to coordinate the activity of large numbers of volunteers at any one time	Essential	✓	✓	
Values and ethics				
Desire to work within a democratic & student led environment which seeks to provide transformational opportunities to students	Essential	✓	✓	
Strong commitment to, and understanding of, the principles of equality, diversity, and inclusion.	Essential	✓		
Committed, positive, outgoing and approachable with a 'can do' attitude	Essential		✓	

Key:

A: Application form

I: Interview

P / T: Presentation / test

Reviewed: July 2022

This person specification is non-contractual and is subject to alteration after consultation with the post holder.

Our full terms and conditions of service, staff handbook and statutory policies are issued on appointment, below is a summary of the main terms and conditions of service:

The starting salary for this role is circa £21,985 and is subject to tax, NI contributions and, if applicable, pension contributions. Salary is paid monthly in arrears by direct debit transfer. The post holder is offered a permanent contract (subject to a satisfactory 6- month probationary period). This is a full-time role working 37 hours per week.

The main place of work is Kedleston Road with regular travel to other sites across Derby (namely Britannia Mill and Markeaton Street) Chesterfield. The Peer Assisted Learning Coordinator reports to the Student Voice Manager.

So, what does the Union of Students actually do?

The University of Derby Students' Union is a company limited by guarantee (trading as the Union of Students, University of Derby), registered in England and Wales, and a registered Charity (1169283). We are a democratic, membership-led Union. We provide services and support to our members, the students at the University of Derby, which enable them to develop their skills for future careers, provide a source of fun and enjoyment, offer opportunities to meet new people and become active citizens through volunteering. We also provide a broad range of commercial services which include bar and kitchen venues, coffee shops and several retail outlets.

We are a value driven organisation, existing to meet the needs of our members who are students at the University of Derby. Every University is required to have a Students' Union by virtue of the 1994 Education Act, the broad objective for each Union is to represent the needs of students to the University, provide where relevant welfare services, ensure there are opportunities to play sport and engage on recreational activities and to run free and fair elections for our own governance.

We are led by students, for students and our purpose is to be a Union that is devoted to the educational interests and welfare of its members.

We have a team of up to 35 permanent employees and up to 50+ part-time student employees all of whom play a key role in delivering a wide range of activities and support services for students. We provide a high level of student representation at the University via our four full time elected Officer Trustees:

President, Vice President (Activities), Vice President (Education) and Vice President (Welfare).

Our vision:

To transform the student experience.

Our mission:

Is to actively empower our student community to reach their potential by providing opportunities to shape themselves, their Union, and their future.

Our ultimate goals:

To create a vibrant student community that our members are proud to belong to.

To provide transformative learning experiences in active partnership with the University.

To develop our member's skills and confidence to take their next steps and we remain ready to support them.

To create change our members want by championing their voice to the University

Our values:

As a values-driven charity we are always working to include our values: Vibrant, Ambitious, Supportive, Inclusive, and Open, in every aspect of our work and expect our Trustees, Elected Officers, staff and volunteers to live these values every single day.

Work environment:

We encourage enquiries from everyone and value diversity for our employees. We are willing to consider flexible working arrangements and invite you to talk to us if you wished to consider a variation on the hours advertised.

We champion equal opportunities, equality and dignity in the workplace, making this a safe environment to work in. We want to foster a supportive and diverse work environment for our employees which is able to respond to the needs of individual employees and the collective voice of the employee team. We are committed to allocating funding towards the development of our team ethos through events and activities as well as celebratory occasions and informal gatherings.

Training and development opportunities:

We are firmly committed to the career development of its employees to ensure continued business success. We are committed to developing employees that are professional in approach as well as being highly motivated. All this is essential to allow us to develop and grow the Union and provide rewarding career options for all employees in line with personal abilities.

Reward and recognition:

We are committed to attracting, developing, and retaining the highest quality of employees. In order to do this, the Union seeks to create an environment everyone feels valued and acknowledged for their contribution to the Union and who feel supported in their career aspirations. We recognise that employees want to be paid fairly and appropriately for the work that they do and that they want their contribution to be valued. Every member of staff

who meets our 'Performance Development Review' standards are eligible for the annual Pay Award paid from 1 August each year.

Support and annual leave for our employees:

There is an Occupational Pension scheme, subject to a qualifying period, and the highly popular occupational health scheme offered by Westfield Health (on successful completion of the probationary period).

The annual leave year runs from 1st August to 31st July. Holiday entitlement is 28 days per annum and is increased after 3 years' service to 30 days, and again after 5 years' service to 31 days (pro-rata for part-time salaried employees). In addition to this entitlement, our employees also receive paid leave during bank holidays and University closure days, for example for 2021/22 equates to around 14 days per annum (pro-rata for part-time salaried employees). In addition, all permanent staff are able to take a day off for their Birthday!